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ABSTRACT

Collected here are library profiles from seven North Dakota institutions including the State Penitentiary and Farm; the State Industrial School; the State Hospital; state schools for the blind, deaf, and mentally retarded; and the Soldiers' Home. General information about the institutions includes the authority and responsibility of the institution, its history, its administration, and its philosophy. Descriptions of the libraries cover administration, funding, facilities, staffing, collections, and plans for library development. There are recommendations for improvement in both institutional and statewide services as well as discussions of library standards. The questionnaire used to develop the profiles and some brief general recommendations also are included. (LS)

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A STUDY OF THE LIBRARY SERVICES PROVIDED BY THE STATE INSTITUTIONS OF NORTH DAKOTA

PREPARED BY

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for the

NORTH DAKOTA ADVISORY COUNCIL ON LIBRARIES

STATE LIBRARY COMMISSION

Bismarck, N. D. 58505

1976

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Richard J. Wolfert
State Librarian

IR 003 655

* * * C O N T E N T S * * *

Statement of purpose and record of development ..... page 1

Sample questionnaire 3

Report of the State Penitentiary and State Farm, Bismarck 11

Report of the State Industrial School, Mandan 28

Report of the State Hospital, Jamestown 38

Report of the State School for the Blind, Grand Forks 48

Report of the State School for the Deaf, Devils Lake 54

Report of the State School, Grafton 59

Report of the Soldiers' Home, Lisbon 67

General recommendations 70

THE STUDY OF THE LIBRARIES OF THE STATE INSTITUTIONS OF NORTH DAKOTA

This study was conducted as part of the work of the Governor's Advisory Council on Libraries to ascertain the status and needs of the libraries of the state-supported institutions with the projected purpose of having documented information available.

The study covered the following institutions:

State Penitentiary and State Farm, Bismarck
State Industrial School, Mandan
State Hospital, Jamestown
State school for the Blind, Grand Forks
State School for the Deaf, Devils Lake
State School for the Mentally Retarded, Grafton and San Haven
Soldiers' Home, Lisbon

The study attempted to follow this outline:

1. Brief history of the library in the institution

2. Statement of the objectives and programs of the library in the institution

3. Description of the library in the institution

    a. Administration of the library
    b. Funding - including state and federal funds and their impact
    c. Physical facilities
    d. Staffing
    e. Description of the collections, including size, use and an evaluation of their adequacy
    f. Planning for library development in the institution
        1. Identification of problems and needs
        2. Funding sources

4. Recommendations:

    a. General recommendations for a statewide program of institutional library service
    b. Recommendations pertaining to particular institutions

A seven-page questionnaire was developed around this outline to gather the basic information. The first five pages contained statistical questions on the institution within the framework of the state and the resident and staff libraries within the framework of the institution.

The final two pages examined the services of the libraries and the planning and recommendations of the administration and library staff. These were completed through an interview and discussion with the administration and librarians by Sister Gordon, the representative of institutional libraries on the Advisory Council.

In compiling the final report, the various biennial reports of the institutions were used to obtain a documented history of the development of the institution; "North Dakota State Government: the Principal Duties of the Various Agencies of our State Government" from North Dakota State Library Commission Library Notes, Vol. 5, Number 7, December 1974; the information gleaned from the questionnaire and the interview/discussion and the standards for the respective institutional libraries.

The study covered a period of time from January through May with the questionnaire being sent out in January and interviews taking place in January, February and March. The initial draft of the report was sent to the State Librarian, Mr. Richard Wolfert, for comment. It was then refined and a copy sent to each institution with directions to the administrators and librarians to add comments or change any part of the report. These additions were then incorporated into the reports and submitted again to the State Librarian for comment and criticism. The following report is the final result.

As you read this report, realize that it is a combined effort for an honest appraisal of the present situation in each institution and basic suggestions and recommendations for future improvement. Many people had important roles in its development. My deepest appreciation to the administrators and librarians of the state institutions for their generosity of time and their honesty in this appraisal and their personal concern and interest in accuracy and completeness of this study. Their warm reception at the time of my visit and their continuing comments and criticism have provided as accurate a picture as possible at this time. Appreciation is also extended to Mr. Richard Wolfert, State Librarian, for his continued encouragement, comments and careful critical reading of this report to help sharpen its focus and impact. My appreciation also goes to Dr. Ralph Stenstrom for his general direction of this study. A note of appreciation should also go to Dr. Harold Miller, president of Mary College, and Dr. Tom Johnson, academic vice-president of Mary College, for allowing me free time to make this study and to the staff of Mary College Library for understanding when I "just wasn't there." Finally I would like to extend my appreciation to the Advisory Council for sponsoring this particular study and hope that they will see fit to back its recommendations.

- NORTH DAKOTA ADVISORY COUNCIL ON LIBRARIES -

QUESTIONNAIRE

1975 STATE INSTITUTIONAL LIBRARIES STUDY

I. General information:

Name of institution _____

Address _____

Telephone _____

Administrator _____

Number of employees: Full-time Part-time

Professional _____ _____

Non-professional _____ _____

Resident population:

Number _____

Average age _____ Age range: Youngest ____ Oldest ____

Length of residence _____

Are most residents able to use the library materials? Yes ___ No ___

What types of handicaps are present?

II. History of the institution:

Date of establishment _____

Under what authority _____

How supported _____

Type of institution:
( ) Correctional
( ) Educational
( ) Rehabilitation
( ) Medical
( ) Convalescent
( ) _____

Description of institutional service:

III. Philosophy of the institution:

How does the library fulfill this philosophy?

IV. What are the objectives and programs of the library in the institution?

V. RESIDENT LIBRARY:

A. Name of person responsible for library _____

Education _____ Proportion of time spent on library duties _____

Salary _____

Other library staff:

Professional librarians (master's degree) _____

Librarians (with undergraduate library training) _____

Clerks _____

Secretaries _____

Volunteers _____

Resident aides _____

B. Library budget expenditures fiscal year 1974-75:

1. Personnel $_____
2. Books _____
3. Periodicals _____
4. AV materials _____
   software _____
   hardware _____
5. Library supplies _____
6. Other expenditures _____

Total $_____

C. Physical facilities:

Library room _____ or housed in separate building _____

Residents and staff library combined _____; separate rooms _____

separate buildings _____

Number of square feet _____

Number of seating _____

Number of linear feet of shelving _____

D. Description of collections and services:

1. Total number of volumes _____
2. Number of volumes added fiscal year 1973-74 _____
3. Number of volumes withdrawn _____
4. Is the card catalog up-to-date? _____
5. Number of magazine titles currently received _____
6. Number of newspaper titles currently received _____
7. Audio-visual materials (number of items)

Films _____ Recordings _____

Filmstrips _____ Cassettes _____

Slides _____ Reel-to-reel tapes _____

Other _____

8. Circulation:

Number of items loaned _____

Interlibrary loan _____ (number of items borrowed)

Kinds of services from other libraries: (name libraries contacted)

a. Reference service _____
b. Interlibrary loan _____
c. Consultant services _____
d. Bookmobile services _____
e. Deposit collections _____

Number of hours library is open each week _____

Do you find the resident collection adequate? Yes ___ No ___

Please, clarify.

VI. STAFF LIBRARY:

A. Name of person responsible for library _____

Education _____ Proportion of time spent on library duties _____

Salary _____

Other library staff:

Professional librarians (master's degree) _____

Librarians (with undergraduate library training) _____

Clerks _____

Secretaries _____

Volunteers _____

Resident aides _____

B. Library budget expenditures fiscal year 1974-75:

1.	Personnel	$_____
2.	Books	_____
3.	Periodicals	_____
4.	AV materials	_____
	software	_____
	hardware	_____
5.	Library supplies	_____
6.	Other expenditures	_____
	Total	$_____

C. Physical facilities:

Library room _____ or housed in separate building _____

Residents and staff library combined _____; separate rooms _____

separate buildings _____

Number of square feet _____

Number of seating _____

Number of linear feet of shelving _____

D. Description of collections and services:

1. Total number of volumes _____
2. Number of volumes added fiscal year 1973-74 _____
3. Number of volumes withdrawn _____
4. Is the card catalog up-to-date? _____
5. Number of magazine titles currently received _____
6. Number of newspaper titles currently received _____
7. Audio-visual materials (number of items)

Films _____ Recordings _____

Filmstrips _____ Cassettes _____

Slides _____ Reel-to-reel tapes _____

Other _____

8. Circulation:

Number of items loaned _____

Interlibrary loan _____ (number of items borrowed)

Kinds of services from other libraries: (name libraries contacted)

a. Reference service _____

b. Interlibrary loan _____

c. Consultant services _____

d. Bookmobile services _____

e. Deposit collections _____

Number of hours library is open each week _____

Do you find the staff collection adequate? Yes ___ No ___

Please, clarify.

VII. Description of library services: To be completed through interview/discussion with administrator and librarian.

Orientation:

Reader guidance:

Information and reference service:

Interlibrary loan:

Book lists and bibliographic information:

Recreational reading:

Educational reading:

Discussion groups:

Listening groups:

Other:

VIII. Does the library have a long-range plan?

A building project?

What are your basic problems?

What are your needs?

RECOMMENDATIONS

A. Recommendations for statewide programs:

B. Recommendations for institutional programs:

Summary Report on the Survey of the Library of the

NORTH DAKOTA STATE PENITENTIARY
Box 1497
Bismarck, North Dakota 58505
Telephone: 224-2980

Authority of the Institution

The institution was established through an act of the Legislature of the Territory of Dakota in 1883. The building was constructed and opened on September 29, 1884. The authority of the institution rests in North Dakota Century Code 12-47. The Penitentiary is concerned with the confinement, corrections and rehabilitation of prisoners committed by the courts of the state. The warden has charge and custody of the Penitentiary and the State Farm, under NDCC 12-51. Persons receiving a sentence for not less than thirty days and not more than one year and who have been convicted of committing a misdemeanor rather than a felony are committed to the State Farm.

History

The first inmates were transported from Sioux Falls, South Dakota and delivered into the custody of Warden Dan Williams on July 18, 1885. In the Second Biennial Report of the Board of Control of State Institutions for the period ending June 30, 1914, there is a short history of the library in the institution. It states that the library was established about 1889 and stocked with books but no circulation records were kept. The library seems to have fallen into neglect until the changeover of authority in June 1913. The library at that time had never received funds from the state and most of the books were supplied by donations from visitors to the prison. A box for contributions was placed in the library for this purpose. The funds from this box just prior to June 1913, were not used for the library and the new warden, Mr. F. S. Talcott, discovered that the sum of $1,106.59 had accumulated for library use. The director of the State Library Commission, Mrs. Minnie Clarke Budlong, assisted in remodeling, reorganizing and systematizing the library placed at the south end of the new cell house. At that time the old and useless books were withdrawn and the remaining books were processed and then classified according to the Dewey Decimal System. The books were requested through the prison librarian by means of a book catalog. Books were issued twice a week, Tuesday and Friday, but the library was open at all hours and the men were permitted to visit there to select books whenever it did not interfere with their work program. In 1922, John J. Lee was appointed warden and saw the need of expanding the library. To raise funds for the library he charged 15¢ per person being toured throughout the prison. The annual report states that the visitors were always happy to pay the fee and generally were even more generous when they discovered that the funds were directed to the library. Some interesting statistics from the report for 1913-1914:

Total number of books in library 2,780

Number of borrowers registered	210
Number of volumes of fiction lent	5,001
Number of volumes of non-fiction lent	1,145
Total volume circulation	6,146
Days open for circulation per week	2
Hours per week:	
7-12 a.m.	
1-6 p.m.	
7-9 p.m.	
Number of employees	2
Daily hours of service	12

Statistics from the Report of 1950-1952

Total number of books in library	6,262
Total number of fiction books	3,178
Total number of non-fiction books	3,084
Average circulation per month	545

Newspapers and magazines were circulated freely

Present Conditions

At the time of my first visit to the prison library in December 1971, the library was in the custodial care of one prison librarian. Many book shelves had been added in the past and the classification according to the Dewey system had been lost or discontinued sometime in the past. The access to the books was only through the book catalog which the librarian updated periodically. No other access was possible. Above the door was posted a sign made in the prison shop stating "Library, No Admittance". New books were loaned through the State Library Commission. The titles of these books were posted on the bulletin board and the prisoners requested them by way of a written slip. A deposit collection of books was received from the State Library every three months, circulated among the prisoners and then returned to the State Library for another collection.

Recent Developments

In August 1972, the decision was made to update and generally rejuvenate the library. This was done through the foresight and concern of Mr. Ed Zuern, then acting warden, and in conjunction with the State Library Commission and the volunteer help of the librarian at Mary College. The collection was weeded and the remaining volumes moved to a new library room near the school room and hobby shop. Mr. Zuern found $4,000.00 of usable penitentiary funds and combined them with $6,000.00 made available through the State Library Commission Library Services and Construction Act funds to purchase new books and magazines and newspapers for the library. Unfortunately, the "Library, No Admittance" sign was also moved to the new library site. In January 1973, the library was opened completely and the prisoners were allowed free access to the available materials. Two library evenings were provided each week.

A volunteer librarian from Mary College was on hand to help with reference questions or locate materials or to provide interlibrary loan service. During this time the reprocessing and recataloging of the materials remaining and new materials was being carried on by the State Library Commission. It was at this time, also, that the decision was made to change the collection to the Library of Congress classification system. In June 1973, the funding was ended and the library carried on with volunteer service and processing by the Mary College Library. In early 1974 library services were provided to the prisoners in maximum security and to the prisoners in the honor dorm. A librarian would be allowed into the maximum security area to take the requests of the prisoners there and then fill them from the collection in the library or through interlibrary loan. The same evening the men from the honor dorm would be allowed to come to the library to choose materials. This last service died from lack of interest on the part of the prisoners then in the honor dorm.

In early 1975 the library was moved to the newly completed recreation building into its own designated library room. The room is well lighted and pleasant; but because the old furniture was not moved to the new library, the books are placed in orderly rows on the floor so that while awaiting funds for shelving, the materials would still be available to the prisoners. Up until this time the State Farm was getting bookmobile service from the Veterans Memorial Public Library in Bismarck. As the men from the Farm may now use the recreation building, library services are also extended to them from the main prison collection.

Institutional Administration

At the time that the survey was taken, the administrator of the Penitentiary was Acting Warden Winston Satran who had a staff of eleven full-time and eleven part-time professionals and 70-80 full-time and 6 part-time non-professionals. In February, Mr. Joseph Havener took custody as the new warden.

The resident population of the Penitentiary is 170 with an average age of 24, the ages ranging from 16 to 75 years of age. The length of residence varies with the length of sentence which could be from one year to life. All residents are able to use library materials. The institution is state supported with supplemental funds from federal sources such as the Law Enforcement Council and the Vocational Rehabiliation. Funds from the Penitentiary industries also form part of the state revenue.

Institutional Philosophy

The institution is concerned with the confinement, correction and rehabilitation of the prisoners committed by the courts of the state. The philosophy of the institution is two-fold - first, to safeguard the citizens of the state of North Dakota, and second, to rehabilitate (improve) the inmate. The prison library is seen as an asset and help to the educational program, as a source for the all important self-education to develop a better understanding in the individual of himself and the world in which he lives.

Resident Library

Mr. Lawrence Karsky, director of educational programs at the Penitentiary, is responsible for the library. He has a master's degree in education and spends five percent of his time on library services. He is assisted by two Mary College librarians, Sister Gordon and Brother Paul, who both have master's degrees in library science. Mr. Randy Van Nett is the resident librarian.

Library Budget Expenditures for Fiscal Year 1973

Books	$7,676.40	
Periodicals	865.16	
Supplies	28.95	
Salaries	1,000.00	
Grants to individuals	100.20	- (to Mary College for transportation for Sister Gordon)
Obligated for books	329.29	

Expenditures for Fiscal Year 1974

Personnel	-0-	
Books	50.00	
Periodicals	50.00	
AV materials		
software	-0-	
hardware	-0-	
Library supplies	25.00	
Other expenditures	2,000.00	- (for binding magazines for Mary College Library. This service is provided in return for the professional help received from Mary College)
Total	$2,125.00	

Expenditures for Fiscal Year 1975 - none

Funds which were requested by the education director, Mr. Larry Karsky for biennium 1976-77:

Personnel	$11,000.00
Books	10,000.00
Periodicals	500.00
AV materials	
software	5,000.00
hardware	35,000.00

The majority of these funds were taken from the budget by the Warden, Mr. Robert Landon and the business manager, Mr. Charles Simonson before it was sent to the Legislature in January 1975. The following was actually appropriated for biennium 1976-77:

Supplies	$2,000.00
Equipment	6,000.00

The library is housed in its own room in the recreation building of the Penitentiary. The library has a total square footage of 2,450; workroom, 147 sq. ft.; listening rooms (2) 91.5 sq. ft. each; main floor, 2,120 sq. ft. Seating at the present time is limited to 1. Number of linear feet of shelving - none. The books are arranged on the floor since there is no other furniture available.

Statistics of the Library to January 30, 1975

Total number of volumes	4,130
Volumes added 1973-74	218
Volumes withdrawn 1973-74	150
Newspaper titles received	4
Magazine titles received	8
AV materials	
software	0
hardward	0

The card catalog is up-to-date but is too small to hold all the catalog cards. The new catalog cards are kept in boxes at the Mary College Library. There are no circulation records kept for this library. Interlibrary loan requests number about 200-250 items. Reference services come from Mary College Library; State Library Commission; Bismarck Public Library; University of North Dakota Library and Law Library, Grand Forks; and North Dakota State University Library, Fargo. Interlibrary loan services come from the same libraries as above plus the Fargo Public Library, Grand Forks Public Library, Minot State College Library, Dickinson State College Library, and the Dickinson Public Library. Consultant services are provided by the State Library Commission and Mary College Library. Bookmobile services have been provided the State Farm from September 1973 to January 1975 by the Veterans Memorial Public Library. There is a deposit collection from the State Penitentiary Library at the State Farm which is rotated once a year. The library is open to use three hours a week, Tuesday and Thursday evenings from 5:30-6:30 p.m. for the Penitentiary population and Wednesday evening from 5:30-6:30 for the prisoners from the State Farm. Service to the maximum security area is from 5:00-5:30 p.m., Wednesday evening.

The library program is considered inadequate because, in Mr. Karsky's words, "We have no bookshelves, no full-time professional library staff. We do have a nice room with a few books. It is impossible to conduct a good library program without a full-time professional staff."

Staff Library

The person responsible for the staff library is Mr. Lawrence Karsky, who has a master's degree in education. He spends one percent of his time on the staff library.

Library Budget Expenditures for Fiscal Year 1974

Personnel	-0-
Books	100.00
Periodicals	40.00
	-15-

AV materials	
software	-0-
hardware	-0-
Library supplies	50.00
Other expenditures	100.00
Total	$290.00

The staff collection is housed in the personnel director's office in the program department. No seating is available is the office other than for office use. Linear feet of shelving, 6 feet.

Statistics for the Staff Collection

Total number of volumes	75
Number of volumes added 1973-74	5
Number of volumes withdrawn	0
Number of magazine titles	0
Number of newspaper titles	0
AV materials	0

This material is not cataloged.

No record is kept of circulation or interlibrary loan. This library is open during the regular working hours. The staff collection is considered inadequate.

Library Services

Orientation to the library is done on a one-to-one basis as the prisoners come to the library to get books. No mention is made in the inmate handbook of the availability of library materials within the institution. There is no orientation at the library through the educational program at this time since the educational program is self-contained and does not rely on library materials. Supplementary materials needed by the class are stored separately. The prisoner learns about the existence of the library by word-of-mouth from other prisoners. Reader guidance is nonexistent unless the individual makes a specific subject request of the librarians. Information and reference services as well as interlibrary loans are provided at the request of the librarians. All of these areas are for the residents. The staff has access to libraries and library service outside the institution. Any book list or bibliographic information a staff member may want for his work he must compile himself or use prepared bibliographies. About 60 percent of the reading done by the residents is of a recreational nature while the remaining is educational. The interests of the residents are as varied as the cross section of any community. At present there are no discussion groups sponsored by the library, although this could be a viable program for rehabilitation. There are no listening groups since there is no equipment available for that purpose in the library.

Long-range Plans

The long-range plan for the library includes the equipping of the present

library room with sufficient furniture and equipment to make it a library. Professional personnel is also part of the long-range plan, since a full-time librarian would be able to put the best library program across for both residents and staff. An AV program is also being planned in which materials will be available for use not only for an educational program, but for general use also. The building of a collection along specified interest lines, such as psychology and criminology, will also be considered. The listening and viewing areas of the library, existing now in room form, will be equipped and programmed for self-education. A law library which is an essential part of every prison library will be set up. The building project was completed and dedicated in February 1975, but the library still needs to be furnished.

Basic problems hinge on the lack of funding for the library. A library must continue to grow to meet the needs of the residents and staff. A full-time professional librarian must be added to the staff to implement educational and library programs for the Penitentiary. Sufficient furniture is needed to turn a room into a library. The staff library also needs to be placed in an area where it can be reached and where materials will be available for the staff. All the staff have a right to pertinent materials in carrying out their roles in the institution. Library hours and services need to be expanded.

Recommendations

Recommendations for the institutional programs:

The library should serve as a center for other educational programs of the prison. It should also be open for use the whole time the building is open. The Adult Basic Education program could be handled through the library and more supplementary materials made available to the Vocational Education program. More pertinent materials should be made accessible through the staff library and an on-going educational program set up for the non-professional staff members. The law library must be expanded to become an aid to both residents and staff. The prison librarian should act as a library consultant to other prisons - county or city - in the state.

Standards

Chapter 31 of the Manual of Correctional Standards, c1966, issued by the American Correctional Association, deals with the library services of the prison. It states that the Library Bill of Rights should be incorporated into the policy statement of the institution with the following preface:

> Libraries in a correctional situation have a clear responsibility to support, broaden and strengthen the institution's total rehabilitation program. The library should contain the free expressions of men in order to provide the individual inmate with an opportunity to study and evaluate materials in the light of his needs. The library program should provide an opportunity for education, information and recreation. (p. 503)

It further states that if the library is to be used as a support to an educational program, it must maintain the standards for school library services as well as the standards for correctional institution libraries. The library is to be treated as any other program of the institution in its attempt to meet the needs of the inmates. It must provide vocational information, enlarge social and reading backgrounds, develop reading as a satisfying leisure time activity, afford a therapeutic release from strain, aid in acquiring new interests in place of undesirable attitudes, and help the individual prepare for release and life outside the prison walls. The Standards go on to state that these objectives are carried out by:

> providing informal adult education through guidance, counseling and planned reading courses geared to the needs and abilities of each individual;
>
> providing materials supplementary to the work of and useful to the psychologist, the educational program and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value;
>
> providing contact with good library service which will accustom the individual to library usage as an essential in post-institution life. (p. 505 - Manual of Correctional Standards)

At present all of the above standards are not being met at the North Dakota State Penitentiary.

The Standards go on to state that the collection should never be less than 6,000 well-selected volumes with ten books per inmate. (The present collection is 4,130 volumes with approximately 24 volumes per inmate.) This collection should be reinforced by access to a general library collection of at least 100,000 volumes for reference and interlibrary loan. (The North Dakota Network for Knowledge, operated by the State Library Commission, does provide this needed reinforcement.)

The resident library should consist of current book titles and duplicates of popular titles, older standard titles, reference material, a wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings, and films. Annual additions should be at the minimum rate of one current book per inmate. (The present collection complies with the item on older standard titles only. Current titles are sometimes supplied through the Network for Knowledge, but best seller titles - the titles most often in demand - are almost impossible to obtain in this manner.)

The staff library should provide books, journals, and pamphlets at varying levels for professional information and advancement, covering all aspects of the institutional programs and related subjects as needed. The Standards state that in-service training programs, college courses, staff development and opportunities for promotion require the support of good library resources and services. (At the North Dakota State Penitentiary, the library has had nothing thus far to do with the development of materials available to the staff members. It is done through the in-service training program and the initiative of the staff members themselves.)

The Standards go on to state that the library services should be tailored to the needs of the inmates and staff, and these needs should be determined by the library staff through a survey of the needs of the inmate population and the staff. To insure that these needs are known, a library committee will be set up to provide a vehicle through which residents and staff can make their needs and suggestions known. The committee will be made up of the librarian, two representatives elected from the residents and two representatives elected from the staff. This committee will be responsible for the drawing and enforcing of library policies as well as the guidance in the selection of materials.

The Standards go on to list some of the factors which should influence the type and extent of services, but do state positively that the library services provided should include:

Orientation:
- the librarian or his assistant should orient all new inmates and staff members to the library (not done at present)

Reader guidance:
- the librarian should devote a major part of time to reader guidance for those:
  - referred by a staff member (not done at present)
  - who request it individually (done at present)
  - who are observed to need it but who do not themselves recognize the need (not done at present)

Information and reference service:
- should be available to each inmate (available)
- should be available to staff (not available)
- if information is not available in the library collection, the librarian should establish means to seek this information from the State Library or some other large or specialized library (available)

Interlibrary loan service:
- the librarian should obtain by request from the State Library, other large libraries or from other institutional libraries, materials needed but not available at the institution (available)

Book lists and bibliographic information:
- should be prepared or obtained by the librarian to meet specific individual or group needs (not done at present).
- standard lists and bibliographic tools should be available for the use of all inmates and staff (a few are available)

Recreational reading should be:
- selected in accordance with written book selection policy of the institution (no policy known)
- in sufficient quantity and variety for all tastes and levels of reading (not available)

Educational reading:
to supplement and support formal education and the aims and treatment programs of the institution (not available at present)
for informal self-education and self-improvement of each inmate (available to some degree)

Discussion groups:
materials-based discussion groups, utilizing materials from organizations such as the Great Books Foundation, American Heritage Foundation, American Institute of Discussion, International Society for General Semantics and other library oriented discussion materials should be sponsored by the library with outside assistance as needed or desirable (not available at present)

Listening groups:
recordings of music or the spoken word should be regarded as appropriate for library-sponsored programs (not available at present)

Exhibits and publicity:
the librarian should prepare appropriate exhibits to accompany films and other programs in education and other departments (not available at present)

The Standards go on to list other library services, such as exhibits and publicity, all of which are not done at the present time by the library.

The Standards deal very strongly with the library personnel:

> Undoubtedly the most vital element of good library service is the librarian and library staff. Without the knowledge and skill of a trained librarian, the other essential elements of a library cannot be achieved. A qualified professional librarian is a valuable member of the treatment team. He should have knowledge and understanding of the overall philosophy of treatment of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentials for treatment with individual inmates in purposeful counseling, using books or other library materials.

I would strongly encourage the administration at the Penitentiary to seek the employment of a full-time librarian to implement the above programs and services for the inmates and staff. The Standards suggest the employment of one professional librarian with the assistance of trained assistant librarians for a population up to 1,000. Since the library program is seen as being of equal importance as the other rehabilitative programs of the institution, it will become an active part of the programs department with responsibility to the director of the programs department, who is responsible to the deputy warden and the warden.

The Standards also suggest a basic collection for the staff library of standard and recent books and journals in all areas related to the correctional institution programs and should be a collection of 500-1,000 books and 25-50 journals with a minimum $1,000-$1,500 budget to maintain the library adequately.

They set the budget for the resident library to include $6,500.00 for books.

Estimated Cost to Get the Library Collection Up to Standard

Salaries	$12,000.00
Resident library:	
Books (400 titles @ 4.38)	1,752.00
Replacement titles (200 @ 4.38)	876.00
Recordings (400 titles @ 8.00)	3,200.00
Periodicals and newspapers (120 titles @ 12.00)	1,440.00
AV - films, filmstrips, slides, etc. (70 titles @ 20.00)	1,400.00
Equipment - filmstrips, various speed film projectors, slide projectors, etc.	7,070.00
Other - furniture, etc.	4,930.00
Staff library:	
Books (700 titles @ 12.20)	8,540.00
Recordings (400 titles @ 8.00)	3,200.00
Journals (50 titles @ 15.00)	750.00
AV (50 titles @ 20.00)	1,000.00
Equipment	4,050.00
Other	2,200.00
Law library for both residents and staff - (Mr. Becker is preparing a suggested list of materials and cost) Total	$52,408.00

Estimated Cost to Maintain the Library Collection According to the Standards

Salaries	$12,000.00
Resident library:	
Books (200 titles @ 4.38)	876.00
Replacement titles (70 @ 4.38)	306.60
Recordings (200 titles @ 8.00)	1,600.00
Periodicals and newspapers (120 titles @ 12.00)	1,440.00
AV (50 titles @ 20.00)	1,000.00
Equipment - projection bulbs and repair	300.00
Other	500.00
Staff library:	
Books (100 titles @ 12.20)	1,220.00
Recordings (75 titles @ 8.00)	600.00
Periodicals and journals (50 titles @ 15.00)	750.00
AV (40 titles @ 20.00)	800.00
Equipment	100.00
Other	200.00

Law library maintenance for both residents and staff - (Mr. Becker is preparing a maintenance cost) Total $21,692.00

The Standards state that the library should be open at least ten hours per day, with weekend and holiday and evening hours recommended. (The prison library is open only three hours a week.)

The Standards go on to emphasize that:

> Communication and cooperation should be basic principles in the development of standard library programs in correctional institutions. All library programs should cooperate with the institution program and with other concerned agencies in the state or federal government. (p. 516)

In summary, I would encourage the administration to complete the project begun with the addition of the library room to reach the standards set by the American Correctional Association in regard to the prison library by adding the position of prison librarian to the correctional staff and placing a budget at his disposal, in compliance with the same standards, to build a library program which will be a viable agent to further the institution's programs.

The University of North Dakota

GRAND FORKS 58201

OLAF H. THORMODSGARD LAW LIBRARY

June 2, 1975

Sister Gordon Barnard
Mary College Librarian
Apple Creek Road
Bismarck, North Dakota 58501

Dear Sister Gordon Barnard:

Pursuant to your phone call of last week, I am enclosing a list of recommended materials for the prison library.

I have divided the materials into categories, for convenience. However, there is some overlapping. The categories are: State Material; Legal Dictionaries; Treatises and Loose-leafs; Federal Material; and Periodicals. If all materials cannot be purchased, I suggest acquiring some materials in each of the categories rather than one category to the exclusion of the others.

I also suggest allocating a substantial part of your budget for outside xeroxing.

Respectfully,

Roger V. Becker
Law Librarian

RVB:iaj-s
enc. 3

STATE MATERIAL

North Dakota Century Code (1959)
The Allen Smith Company
$205.00
annual pocket parts, est. $35.00
annual replacement volumes (2) est. $50.00

A Hornbook to the North Dakota Criminal Code
reprinted from North Dakota Law Review, Vol. 50, Summer 1974
$2.00

Civil Rules Manual
Procedure Committee, State Bar Association of North Dakota
est. $3.50

North Dakota Rules of Criminal Procedure
est. $3.50

Rules of Appellate Procedure for North Dakota
State Bar Association of North Dakota
(adopted Dec. 13, 1972, effective March 1, 1973)
est. $3.50

LEGAL DICTIONARIES

Ballentine's Law Dictionary
Lawyers Co-operative Publishing Company, Rochester, N. Y.
$15.00

Black's Law Dictionary
West Publishing Company, St. Paul, Minn.
$15.00

Law Enforcement Vocabulary (1973)
Martin, Julian A.
Charles C. Thomas, publisher, Springfield, Ill.
$10.75

TREATISES AND LOOSE-LEAFS

United States Law Week
Bureau of National Affairs, Washington, D. C.
annual $200.00

The Family Law Reporter
Bureau of National Affairs, Washington, D. C.

The Law of Domestic Relations in the United States (1968)
Clark, Homer H., Jr.
West Publishing Company, St. Paul, Minn.
$14.00

Cases and Materials on Prison Inmate Legal Assistance (Oct. 1973)
Wexler, David B.
U. S. Dept. of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice

United States Prison Law: The Court Decisions
Rubin, Sol
Oceana Publications, Inc., 75 Main St., Dobbs Ferry, N. Y. 10522
(projected at five (5) volumes, Vol. I now available)
total cost $200.00

Cases and Materials on Professional Responsibility, 2nd edition (1970)
Pirsig, Maynard E.
American Casebook Series
West Publishing Company, St. Paul, Minn.
$12.50

Hornbook on Criminal Law (1972)
LaFave, Wayne B. and Scott, Austin W., Jr.
West Publishing Company, St. Paul, Minn.
$13.50

Modern Criminal Procedure (1969)
Hall, Livingston, et. al.
West Publishing Company, St. Paul, Minn.
$16.00

Wharton's Criminal Evidence, 12th edition (1955)
Anderson, Ronald A.
three (3) volumes
The Lawyers Co-operative Publishing Company, Rochester, N. Y.
$73.50, annual upkeep at est. $20.00

Wharton's Criminal Law and Procedure (1957)
Anderson, Ronald A.
five (5) volumes
The Lawyers Co-operative Publishing Company, Rochester, N. Y.
$150.00, annual upkeep at est. $30.00

American Jurisprudence, 2nd edition (1962)
Lawyers Co-operative Publishing Company, Rochester, N. Y.
$22.50 per volume, total est. $1,750.00, annual volumes (10) est. $200.00, annual pocket parts est. $200.00

Effective Legal Research, Student Edition Revised (1962)
Price, Miles O. and Bitner, Harry
Little, Brown and Company, Boston, Mass.
$10.00

Brief Writing and Oral Argument, 4th edition (1974)
Re, Edward D.
Oceana Publications, Inc.
Trans-Media Publishing Company, Dobbs Ferry, N. Y.
$15.00

FEDERAL MATERIAL

Supreme Court Reporter
West Publishing Company, St. Paul, Minn.
annual volumes at $50.00 per volume

PERIODICALS

Index to Legal Periodicals
H. W. Wilson Company, New York, N. Y.
one year subscription est. $250.00

American Criminal Law Review
ABA Section on Criminal Justice, 1155 E. 60th St., Chicago, Ill. 60637
annual $10.00

Family Law Quarterly
ABA Section on Family Law, 1155 E. 60th St., Chicago, Ill. 60637
annual $10.00

The Civil Liberties Review
John Wiley and Sons, Inc., 605 Third Ave., New York, N. Y. 10016
annual $15.00

The Criminal Law Reporter (loose-leaf)
Bureau of National Affairs, Washington, D. C.
subscription for one year $90.00

The Civil Rights Court Digest
1860 Broadway, New York, N. Y. 10023
annual est. $30.00

Police Law Quarterly
Illinois Institute of Technology, 3300 South Federal St., Chicago, Ill. 60616
annual $10.00

The Prosecutor
National District Attorneys' Association, 211 East Chicago Ave., Chicago, Ill. 60611
annual $15.00

National Journal of Criminal Defense
College of Law, Univ. of Houston, Houston, Texas 77004
annual $12.50

Clearinghouse Review
National Clearinghouse for Legal Services, 500 North Michigan Ave., Suite 2220,
Chicago, Ill. 60611
annual $25.00

West's General Digests
West Publishing Company, St. Paul, Minn.
from vol. 35, on annually
five (5) volumes per year est. at $50.00 per volume, $250.00 per year

Summary Report on the Survey of the Library of the

NORTH DAKOTA STATE INDUSTRIAL SCHOOL
RR #4
Mandan, North Dakota 58554
Telephone: 663-9523

Authority and Responsibility of the Institution

The school was initiated through the North Dakota Constitution, Article XIX, Section 215, with statutory authority resting in NDCC 12-46. Its major duties include the responsibility for detention, reformation, instruction and safekeeping of juveniles who are legally committed by the courts. Custody may be retained through the 21st birthday.

History

The institution was first established in May 1902, and it opened its doors on May 13, 1903. First mention of the library is made in the Sixth Biennial Report of the North Dakota State Reform School for fiscal year ending June 30, 1914. It is described as being available "in connection with school work" and also states that much time on the long winter evenings was devoted to reading. Current magazines and newspapers were also available to the students. The summary of the inventory for July 1, 1914 indicates that the library and school books were valued at $377.21. Disbursements for library materials to June 30, 1913 was $53.21 and for the year ending June 30, 1914 was $104.00.

Institutional Administration

The present administrator of the institution is Mr. Reis Hall with 26 professional staff members, 24 full-time and 2 part-time, and 41 non-professional staff members, all full-time.

The resident population usually numbers 84 with the average age ranging from 15-16; the youngest being 13 and the oldest 18 years. The length of residence is usually 6-8 months. Most of the residents are able to use library materials. The handicaps these youngsters experience are generally of the academic as well as the emotional type.

During the summer of 1970 the whole educational program was changed to individualized instruction. The instructional materials are set up in programmed packets whereby a student can begin and complete a course at any time. This means that the teachers must do a daily diagnosis of needs and work done by the students and, based on that, prescribe certain programs of directions the students should take. In this way the students can learn and earn credits in less than the regular 18 week period. It allows a student to concentrate on a subject area of his interest, and to aid in this, the block-time approach has been used. This allows the student to begin where he is academically when he arrives at the institution

and work at his own speed and motivation and initiative to complete his academic work with or before the friends he left at home.

The library has been converted into an instructional media center holding all the book and non-book materials to back up the programmed courses in the educational program. The ED PAC will direct the student to books and AV materials in the library to carry out the course.

In 1972, the State Industrial School initiated the GED program in conjunction with the Department of Public Instruction. In this way the older student can get credit for academic capability and go on into vocational training from there. The librarian is the administrator of this program.

Philosophy of the Institution

The general philosophy of the institution is to provide skills in living, learning and working to each student so they can function effectively when leaving the institution. The library fulfills this philosophy by serving as a resource center for all areas of the institution, academic as well as vocational.

Resident Library

Mrs. Jeanette Holm is the librarian holding a BS degree in secondary education. She spends 75 percent of her time on library duties. Her salary is $674 for 3/5 time. She has one other assistant librarian who has a BS degree in elementary education. Funding for 1975-77 provides only one-half time for the librarian, and the assistant depends upon the continuance of the P. E. P. program.

Library Budget Expenditures for Fiscal Year 1973-74

Personnel ..... $6,000.00 approximately

They would not provide the 1974-75 figures.

The remainder of the budget was not broken down but the total expenditure for the library was $15,268.05. Allowing that the funds for the personnel was paid from federal funding, the institution paid $9,268.05 from its general budget.

LSCA Funding for the Past Four Years

	LSCA	STATE	TOTAL
1971	6,150.00	4,274.00	10,424.00
1972	5,663.00	6,493.99	12,156.99
1973	4,240.00	8,878.46	13,118.46
1974	7,000.00	11,180.11	18,180.11
Total	$23,053.00	$30,826.56	$53,879.56

The reports of the institution on the use of funds state that the school places its educational program on the student-centered and individualized instructional program which uses the library as a resource center to the ED PAC Program. They have been able to provide more AV materials to coordinate with this program for self-learning. In 1971-72 they requested funds to hire a full-time librarian as well as an assistant to keep the library open longer hours. But in 1972-73 they state that they still have only a part-time librarian. In 1973-74 they speak about the need of a professional library, but no funds are seen in the yearly budget to support such a library. The impact that the federal funding has made on this library is not quite clear since there seems to be no breakdown of funds as spent. There is a plentiful amount of AV materials on hand - filmstrips, machines, storage cabinets, etc. - as well as some fine furniture and carpeting to make the library an attractive and pleasant place. Back in 1971 they requested funds to have a full-time librarian on the staff, but at this point they still do not have a full-time librarian with a library degree.

The library is housed in an attractive room in the education building and is ideally placed as a resource center with the ED PAC Program in use. The residents and staff libraries are combined in the same room. It has 1,600 sq. ft. of space with a seating capacity of 36 and 450 linear feet of shelving space.

The collection numbers 8,400 volumes with about 1,000 volumes including paperbacks added in fiscal year 1973-74. No count of the volumes withdrawn has been kept, but most of the discarded volumes were worn-out paperbacks. The card catalog is up-to-date. Fifty-four magazine titles are available and 5 newspaper titles. Of the AV materials, there are 39 8mm films, 332 filmstrips, 280 slides, 2 slide sets, 140 recordings, 106 cassette and reel-to-reel tapes, 89 multi-media sets, 300 transparencies, 55 visual packets - a combination of written materials, such as pamphlets or magazine articles and an accompanying cassette and/or filmstrip. No record is kept either of circulation or of the materials sent out on interlibrary loan. With the heavy use of paperbacks, the librarian does not attempt to make cataloging information available for them. They are simply put on racks, and the students pick up as many as they want and return them when finished to the racks. If the rack gets a little empty, the librarian goes on a hunt and returns the paperbacks found lying in the dorms and students' rooms. This is an accepted procedure under the circumstances. New paperbacks are bought often, about 750 a year for the past 5 years.

Reference services come from the North Dakota State Library and on the initiative of individual teachers, through the Mandan Public Library. The library is open 35 hours a week, and the resident collection is considered adequate for the needs of the residents.

Staff Library

The staff library is also serviced by Mrs. Jeanette Holm, and the same library assistant helps her with this library. The expenditures for this library are included in the resident figures. It is housed in the same room as the

resident library and has about 70 linear feet of shelving space. There are about 250 volumes in this collection with none added or withdrawn in the past fiscal year, 1973-74. The card catalog of this collection is up-to-date. There are 10 magazine titles received, and the newspaper titles are shared with the resident library, as are all of the AV materials. There is no record kept of circulation or interlibrary loan. Any reference materials or service comes from the North Dakota State Library. They generally do not make use of any interlibrary loan service, consultant service, bookmobile service or deposit collections from other libraries. This library, which is used very little, is open 35 hours a week and is generally considered to be inadequate for the staff. The reason given for not adding new materials, although money was budgeted in 1973-74, was that a new superintendent with new philosophies was hired; more time was needed to consider program development.

Library Services

The individuals interviewed were Mrs. Jeanette Holm, librarian; and Mr. Reiss Hall, superintendent.

Regarding the library services:

The orientation to the library is done on an individual basis as the student needs to use the materials through his ED PAC. Both the teachers and librarians are available for this, but orientation is done mainly by students helping each other as the need arises. One of the ED PACs is directed to library usage. Reader guidance, also, is on an individual basis as it is needed to fulfill the requirements for each ED PAC. Information and reference service is provided as the need or request arises. Sometimes the individual teacher does his own search through the aid of the Mandan Public Library. Interlibrary loan service is provided through the State Library and the Mandan Public Library. As to book lists and bibliographic information, the librarian does supply lists of available AV materials as well as trade brochures to keep the faculty abreast of new developments. The recreational reading is provided by the fine selection of paperback books which the students may take freely from the racks and read and return. There is no check out or due date on any of this material. The aim is to encourage the student to read by having ready access to the books. There are no discussion groups or listening groups sponsored by the library, since the emphasis of the educational program is on individualized study. The library, as well as the whole educational program, places strong emphasis on the development of IPS - InterPersonal Skills - through the development of responsibility, personality and character. Other services the librarian provides are the in-service training for IPS and the GED Program. All the packets, AV equipment and supplies are ordered through the library for the other programs. The librarian is also the civil rights officer of the residents.

Long-range Plans

The library has no long-range plans other than to stay flexible to the needs

of the educational program and the changes in philosophy which the new administrator might instigate. The librarian feels the need of adding a separate work area, but it is not in the director of education's plans. There is no building project. The present library seems large and pleasant with space for study and attractive posters to add color and thought-provoking ideas.

The basic problems and needs of the library at the present time seem few. The staff would like to have the new position of assistant librarian as a state funded position. At present the position is a federal funded project which ends in June 1975. It is a position of vital importance to the librarian and the educational program, since one person cannot adequately care for the library needs of all the students and faculty and still carry on all other duties demanded of the position. The institution also needs to look into the equipment needs of the library. A library typewriter to facilitate the work of processing materials and more cassette players to replace worn machines and fill in new needs with the ED PAC Program are needed. (More cassette players plus more audio-visual equipment has been ordered under Title IV, April 22, 1975.)

Standards and the State Industrial School

In the newly drafted Library Standards for Juvenile Correctional Institutions approved by the American Correction Association, February 25, 1975, the first standard states, "The library in the juvenile correctional institution should support, broaden, and strengthen the institution's total program to train and rehabilitate delinquents through treatment and compensatory education." (2.1 of the Standards) The library at the State Industrial School seems to be doing this quite well. It is involved in planning and implementing the educational program. 2.1.1.3 however, states that there should be an advisory library committee of representatives of various departments and library users to insure that the library is responsive to all needs. This can and should be implemented at the State Industrial School. The second standard states that, "The library in a juvenile correctional institution shall function as a combination of school library and a public library." (2.2 of the Standards) The availability of materials after school hours and on weekends as public library philosophy dictates, would require more staff. At the present, the students do not have access to the library outside of school hours. In the past, a method was used whereby building officers were trained to man the library outside of school hours and bring the students over to the library. However, it was discontinued because of the confusion and disorder that resulted. The recreational reading and reference materials are there if needed. As the use of the ED PAC with its compact information often forestalls the wide use of reference materials, the library has to use special initiative and imagination to stimulate broader use. Standard 2.3 states, "The materials in the juvenile correctional institution library shall be selected to meet the educational, informational, recreational, and self-developmental needs of its users." The State Industrial School Library has done a great job in this general area. The Standards recommend a written statement of policy which should be present in all libraries but is lacking here. Having a statement of policy - the objectives, selection and maintenance, handling of gifts and censorship - would be a basic improvement for the program.

The Standards recommend the following quantities based on a resident population of 100. (The State Industrial holdings are noted for comparison.)

	Standards	Minimum for SIS	Holdings
Books	4,000 well-selected titles or 20 vol. per resident, whichever is greater	1,680	8,400
Magazines	40-80 titles with multiple copies as needed	40-80	54
Newspapers	10 titles - one local, one state, one national	10	5
Vertical file materials	sufficient to meet the needs and interests of the residents - clippings, articles, pamphlets, etc.		7 file drawers
Filmstrips	10 titles per resident	840	332
8mm & super 8	3 titles per resident	252	39
16 mm	access to at least 1,000 titles of both educational and general interest		access to State Film Library
Cassette & disc recordings	6-10 titles per resident	584-840	246
Other materials	games, puzzles, kits, art objects, realia, comic books, modeling clay		91 kits 300 transparencies 0 others

The Standards go on to state that the collection should feature topics of current teen-age appeal as well as material for school assignments. Items in heavy demand should be provided in multiples. The interest materials at the State Industrial School seem to be well supplied through the heavy use of paperback books.

Legal reference is also to be supplied to satisfy the user's need. Legal materials, however, were not apparent in the collection. The collection should include materials needed by the staff for their professional information and advancement. All aspects of the institution program and related subjects should be covered in the staff collection which is extremely limited and should be improved in the coming years. "The library shall have sufficient audio-visual equipment to meet the needs of its users to utilize

the media collection." The AV material is a fine example of a support collection for the educational program.

The Standards go on to describe the services performed by the library in the juvenile correctional institution as including:

- planned and continuous acquisition of materials to meet the needs of the users
- logical organization of materials for convenient use by the users
- circulation of materials
- provision of information services to locate facts as needed
- provision of reader's advisory service to bring together the user and the material best suited to his need
- provision of interlibrary loan arrangements with the local public library, the local school libraries, the public library system and/or the state library agency
- promotion and stimulation of the uses of library materials through publicity, book lists, special programs, book and film discussion groups, music programs, contests and other appropriate means
- planned creation of a congenial library atmosphere expressing both individual freedom and a responsibility for others

The State Industrial School is filling the first five items, to a certain extent, but could strengthen the first through a written acquisition policy setting forth its plans for growth. The use of interlibrary loan has not been as active as it could be, but perhaps the need has not been great for materials outside the library. The seventh item is lacking in any form of organized program or discussion and could very well be added to the library program. The atmosphere of the library is most congenial to encourage its use, reading, and individual freedom as well as responsibility for others.

The Standards next state that the library should be functional and inviting. The library area, although bright and pleasant, does not allow for many activities - such as listening to music, watching TV, typing, playing games and producing AV materials. The individual study area is quiet, and it has been that way since there are other rooms available for conferences, etc. Some of the items suggested for the physical plant of the library are: good lighting, temperature control, carpeting, central location, accessibility in evenings and weekends, and sufficient space for carrels, tables, chairs, and equipment. They specify a seating space for 10 percent to 15 percent of the population. For the State Industrial School that would be for approximately 10 people. The library has seating for 36. Space should be provided for reading, conferences, individual and group viewing and listening, staff library materials, storage of materials and equipment, and administrative offices and workrooms. The last items are nonexistent since

even the workroom is part of the library room itself.

The Standards also state that the furniture should be attractive, durable, comfortable and easy to maintain. In general, the furnishings of the library are well chosen and attractive.

The Standards go on to state that the library should have an adequate budget with regularly appropriated funds for continued growth. This budget should include personnel salaries competitive with national library averages and should provide compensation for continuing education and travel in both library and correctional areas. The budget should also provide funds to provide an adequate legal collection, maintenance and replacement of equipment. The annual budget should be no less than the cost of two books, two magazine subscriptions and two tapes or recordings per person at the current average price. The Standards place the minimum of 2.5 percent of the whole institutional budget to be directed to the library, based on the average per capita cost for persons confined for treatment. Expenditures for the year ending June 30, 1973 were $865,162.41

The next item in the Standards states that the library personnel shall be selected with the same care as used in selecting other specialized professions, and the classification system shall be like the other professional, educational and personnel classification of other specialties.

It goes on to describe the library personnel as needing to be dynamic, intelligent, emotionally mature and professionally trained. In the case of the State Industrial School librarian, the first of the qualities is adequately apparent, but the final quality is missing and should be supplied as soon as possible. It describes this training of the librarian as being the fifth year degree from an accredited library science program. This should go along with a basic knowledge of penology, sociology and adolescent psychology. She is qualified according to the standards for high school librarians in North Dakota only, as stated in the Administrative Manual for North Dakota Schools, 1973, p. 84-85.

The Standards provide the categories of a library staff as:

librarian - fifth year degree in library science with knowledge of AV materials, 3-5 years experience in public school or institution libraries, specialized training in use of legal reference materials to be gained through continuing education and a sensitivity to current social problems and the correctional setting - (According to these standards, the State Industrial School has no librarian.)

assistant librarian - fifth year degree in library science or bachelor's degree in the special or behavioral sciences with 15-18 hours credit in library science and experience in a public school or institutional library

library technician - minimum of two years of college plus secretarial skills and some knowledge of library techniques and procedures

library clerk - high school graduate with typing proficiency and clerical skills

Recommended Staffing for 100-200 Resident Population	SIS Has
1 professional librarian	1 assistant librarian (part-time)
1 library technician	1 library technician
1 library clerk	

The Standards also state that the library personnel should maintain communications and establish liaison with their counterparts in similar institutions and in all types of libraries outside the institution. A desire for this kind of communications was voiced by Mrs. Holm when she commented that having an organization for institutional librarians so they can get together and share problems and questions would be of great value to them all. I would also wish to see a greater cooperation by the library personnel with existing state and local library organizations.

In general, there should be sufficient personnel to carry out programs appropriate to the library's role in the institution and these persons should be educated and trained and have the necessary experiences to use the contents of the libraries to help meet the intellectual and informational needs of the residents and staff.

Recommendations

Recommendations for statewide programs:

The value of the ED PAC should be evaluated for use in other state institutions. To utilize already existing facilities, perhaps the materials could be printed at Devils Lake and distributed as a state program. An encyclopedic arrangement of the materials, as suggested by Mr. Reis Hall, might make them of more use to all - teachers and residents and other institutions. This could be done either through the Department of Public Instruction or the Director of Institutions' office. Perhaps, this same program can carry over to community schools to make its impact statewide.

The librarian sees the need of having an organization of some kind for the librarians of the state institutions to exchange services, problems, solutions, etc.

Recommendations for institutional programs:

The staff library must be updated and more pertinent materials provided along with some professional journals.

The library is an integral part of the institution; therefore, when the federal funding is withdrawn, the institutional budget must continue to support it.

Video tape equipment is on hand, but a collection of video tape materials must be developed. Might there be a possibility of using the ETV cassettes - if such a collection is available?

The institution needs to supply a machine to change the phonorecord materials

into cassettes, since this form seems to be the easier one to use and of better advantage to both students and teachers. This will also make some little-used materials more viable.

The institution should take an honest look at the Library Standards for Juvenile Correctional Institutions and attempt to bring their library and its services up to those standards.

I would encourage the librarians of the State Industrial School Library to continue the spirit they have been able to establish and also to attain the professional education necessary to carry out their professional duties.

Summary Report of the Survey of the Library of the

NORTH DAKOTA STATE HOSPITAL
Box 476
Jamestown, North Dakota 58401
Telephone: 252-2120

Authority and Responsibility of the Institution

The hospital was initiated under the North Dakota Constitution, Article XIX, Section 215, with major statutory authority in North Dakota Century Code 25-02. Legislation was enacted in 1883, whereupon it opened its doors on May 1, 1885. The hospital's objective is the diagnosis, evaluation, treatment and rehabilitation of the mentally ill admitted as patients. It was primarily established under the authority of the State Board of Administration in 1919 but was changed to the authority of the State Department of Health in 1965.

History

Little mention is made of a library in the early reports of the Board of Control, with the exception of the biennial report for the period ending June 30, 1914. Mr. W. M. Hotchkiss, M. D., superintendent, notes that:

> There is a library in the institution of several hundred volumes, but there has not been a single book added to the shelves for so long that no one can tell when, and those books that anyone would care to read are in such a dilapidated condition that they cannot be read. There could be nothing done for a great number of the patients here that would result in more general satisfaction than to add a few hundred volumes of recent literature to the antiquated collection now on hand. (p. 119)

Institution Administration

Mr. Henry Lahaug, the present administrator of the institution, has a staff of 157 professional full-time employees, 30 of which are RNs and 10 are GPNs, and 522 non-professional full-time employees.

The resident population at the present time is 631, with the actual number of admissions about 2,400 per year. The average age of the resident is 46 with the youngest being 7 and the oldest 96 years. The length of residence varies:

under 30 days	-	79	1 to 2 years	-	16
30-60 days	-	116	2 to 5 years	-	98
60-90 days	-	57	5 to 10 years	-	32
90-180 days	-	66	10 to 20 years	-	38
180-364 days	-	53	over 20 years	-	72

Approximately 85 percent of the residents can use the library materials.

Handicaps are seen from the primary diagnosis:

schizophrenia	- 221	alcohol and drug addiction	- 153
other psychoses	- 81	mental retardation	- 54
neuroses	- 32	behavioral disorders	- 37
no diagnosis	- 33	all others	- 16

The institution is supported by state funding and is considered an educational, rehabilitational, medical, convalescent and mental health facility. The primary responsibility of the State Hospital is to care for the needs of the mentally ill persons residing within the state of North Dakota. The general philosophy of the institution is to provide a therapeutic environment in which, ideally, all aspects of the patients' needs are met and to provide immediate care with the hope that the patient will ultimately regain mental health and independence. There are two separate resident libraries present in the institution, one for the adult resident and one for the adolescent. The adult resident library will be dealt with first.

Adult Resident Library

The adult resident library is seen to fulfill the philosophy of the overall institution by working with the educational department, volunteer services, recreation and activity department and nursing service in a coordinated effort to formulate and schedule programs of remotivational value, by providing interesting, worthwhile materials and by using knowledge and empathic understanding in dealing with residents. The objectives and programs of the library are to provide job assignments and instruction in library technique whereby patient-workers may gain skill and self-confidence to meet the recreational, inspirational, and informational library needs of all the residents by providing reading programs (both group and individual) together with film showings with follow-up discussions.

The individual responsible for the adult resident library is Mrs. Lorraine Fay Domek who has a B. A. in psychology and sociology with 18 hours of graduate credit in education and one library undergraduate course. She spends forty-five percent of her time in the library, thirty percent in the wards, fifteen percent in supervision and ten percent on tutoring. Her salary is $565.00 since January 1, 1975.

The additional library staff includes one part-time clerk, Allura Sortland, who has a degree in education and music. She started work February 10, 1975 and works twenty hours per week at $2.00 per hour. The library has one volunteer, Frances Olesen, a retired teacher who donated one morning each week. Two resident aides worked during the past year - a total work time of four months. They were paid approximately $2.00 per hour. Under the Work-Study Program, one college student will work a 40-hour week during the summer in the libraries where needed.

Proposed Budget for 1975 for Both Adult Patient and Adolescent Libraries

Income:

1975 grant until July 1, 1975 ..... $6,278.00

Hospital budget allocation per year	1,800.00	
Total		$8,078.00

Expenses:

Salaries (Donna Iszler & Allura Sortland) ...	4,000.00	
28 Jamestown Sun subscriptions	392.00	
Other newspapers	540.00	
Magazine subscriptions	789.00	
Inflationary increases (magazines & papers)..	175.00	
Books	438.00	
Supplies	200.00	
Film rentals	200.00	
Filmstrips and records	100.00	
Total		$6,834.00
Balance		1,244.00

All categories are to be equally divided between the two libraries whenever this is feasible. The exception to this being in salaries as this shall depend on the needs of the library.

The funding provided by the Library Services and Construction Act funds has been thus:

	Federal	State
1971	$8,700.00	$ 6,046.00
1972	8,700.00	7,817.51
1973	6,520.00	1,176.00
1974	7,000.00	10,405.00

The 1975 LSCA are listed by Mr. Lahaug as being $6,278.00 with the projected use as of April 1, 1975 as:

Salaries	$5,244.00
Books, audio, equipment, etc.	1,034.00

Further breakdown, listing the use of the money for the past year, has been unavailable at the time of this writing.

Considering that this funding was to be placed in the residents' library, I was unable at the time of my visit to see the effects of this money on the materials of the library.

The adult patients' library is housed in a separate room in separate buildings from the other two libraries. It has 960 sq. ft. and approximately 200 sq. ft. for the audio-visual room. The seating capacity is about twenty in the library and about twenty in the audio-visual room. There are 1,288 linear feet of shelving.

The collection consists of 5,000 volumes, about 500 of which were added during

the past fiscal year; the majority of these books were donations. There were about 100 volumes withdrawn this year. The card catalog is up-to-date. There are 56 magazine titles received. The 54 weekly and 10 daily newspaper titles received are used in the adolescent library after they are used in the adult library. The library owns about 186 recordings; and all other AV materials are borrowed from the State Library, since they are in the initial state of the audio-visual program.

No records are kept of the circulation of materials to the patients, but notation is made that they did loan projectors to the South Central Mental Health Center. There were approximately 53 items borrowed through inter-library loan. They have received reference service from the State Library Commission and interlibrary loan service from Chester Fritz at UND, Grand Forks, Dickinson State College Library, Devils Lake Library, Raugust Library at Jamestown College, North Dakota State University Library, and Alfred Dickey Library in Jamestown. They receive consultant services from the State Library Commission but no bookmobile services or deposit collections. The library is open 40 hours per week. The collection in the adult residents' library is considered inadequate. Much of the reference material is in-adequate and outdated.

Adolescent Resident Library

The adolescent library fulfills the philosophy of the institution in much the same way as the adult resident library but with more emphasis upon cooperative planning with the school faculty. The objectives and programs of the adolescent library are to provide the education department with a worthwhile school library which meets the recreational needs of the adolescents. They also try to provide audio-visual materials to the staff working with the students. The adolescents' library is centrally located for all units in the center.

The individual responsible for the adolescent resident library is Mrs. Donna M. Iszler, who is supervised by Mrs. Lorraine Fay Domek. Mrs. Iszler has her high school diploma and spends 80 percent of her time in the library and 20 percent of her time in the wards. She started work in January 1975, at $446 when full-time. She began a 25 hour week April 2, 1975 at $2.79 per hour. The remaining staff consists of occasional volunteers.

The library is housed in the adolescent center separated from the other two libraries at the institution. There are approximately 400 sq. ft. of space with a seating capacity of 14 and 700 linear feet of shelving.

The collection contains 2,750 volumes with 304 volumes added during 1973-74, the majority of these being donated items. No materials have been withdrawn, and the card catalog is up-to-date. There are 53 magazines and one newspaper title currently being received; the weeklies are generally brought from the adult resident library. Audio-visual materials available include 18 films, 139 recordings for adolescent use and 128 recordings for instructor use, and 9 slides for adolescent use and 205 slides for instructor use. All other AV materials - filmstrips, cassettes - are borrowed from the State Library Commission. No record of circulation of materials is kept,

and no record of interlibrary loan materials is maintained. Consultant services are provided from the State Library Commission and the Alfred Dickey Library in Jamestown. No reference service, bookmobile service or deposit collections are noted. The collection needs to be updated, especially in the areas of independent training, reference and audio-visual materials. Library hours are considered inadequate - only 40 hours each week.

Staff Library

The staff library is a completely separate library with Mrs. Laurie Reule as librarian. She has had college library courses in preparation for her job; she spends 80 percent of her time on library duties with the other 20 percent as supervisor. Her salary is $800.00 since January 1, 1975. Other staff members include a librarian with undergraduate library training and two clerk-technicians.

Library Budget Expenditures for Fiscal Year 1974-75

Personnel	$19,950.00
Books	4,800.00
Periodicals	4,200.00
AV materials	
software	396.00
hardware	235.00
Library supplies	175.00
Other	-0-
Expenditures	2,386.00
Total	$32,142.00

The library is housed in a separate building in three large rooms and five smaller rooms. It consists of 2,385 sq. ft., a seating capacity of forty, and 1,132 linear feet of shelving.

The collection consists of 8,200 volumes with 475 added during the fiscal year 1973-74. About 25 volumes have been withdrawn. The card catalog is up-to-date. There are 140 magazine titles being received currently and 12 newspaper titles, including bulletins. The library has 18 films, 7 filmstrips, 20 slides, 16 recordings, 176 cassettes, 16 reel-to-reel tapes and 2 video tapes.

Circulation for the year July 1, 1974-March 14, 1975 was 1,350 items with an average of 158 per month. The estimated total for fiscal year ending June 30, 1975 is 1,903. Approximately 173 items were borrowed through interlibrary loan. Reference service comes through the State Library Commission; interlibrary loan through Chester Fritz at UND, Grand Forks, and North Dakota State University at Fargo; consultant services are through Harley French Medical Library at UND, Grand Forks. There is no bookmobile service, and they do have a deposit collection of government documents. The staff library collection is considered inadequate since with increase in prices they are limited in updating the medical literature as rapidly as necessary. The

library is open 45 hours each week.

Library Services

The staff involved in the interview discussion were Mr. Henry Lahaug, administrator; Dr. Hubert Carbone, superintendent; Al Sherveb, chaplain; Mrs. Lorraine Fay Domek, residents librarian; and Mrs. Laurie Reule, staff librarian.

The library services of the staff library:

Orientation is given as the need arises and new hospital staff are added. Information and reference service is provided through searches by the library staff as requested. A valuable bibliographic tool has been begun by the library staff in the indexing of pertinent articles in journals and magazines received by the library. This index-file is kept at hand in the library to be used by all as readily as a card catalog. It is arranged according to subject and is valuable in that the articles listed are at hand, unlike the larger and more comprehensive Index Medicus whose articles might be quite pertinent to the subject needed; but the journals are not available. New subjects and cross references are added as the need arises. A few paperbacks are on hand to provide recreational reading along medical lines, but most of the material is focused on educational matter. There are no discussion or listening groups sponsored by the library. All films requested by the medical staff are ordered by the library which also provides a typed acquisition list once a year. A file on books and materials available on a subject is kept to be pulled as the medical staff requires the bibliographies.

The staff library has an active library committee made up of a medical doctor who acts as chairman, the librarian of the staff library, a doctor of psychology, the assistant director of nurses, the assistant director of nursing education, a director of social work, a psychologist, the assistant director of activity therapy and the directory of chaplaincy. This committee meets once a month to discuss book and journal purchases and other issues dealing with library service.

The library services for the residents' library:

Orientation is provided through posters and individual contact through the education/therapy programs. The old handbook usually given to newly arriving patients has been discontinued because it was outdated and did not serve the purpose. A monthly review of magazine contents is provided. Further reader guidance is given through the adult education program by Susan Berger who is in charge of Adult Basic Education. Filmstrips are provided in closed wards, and a new room, the former barbershop, has been procured for viewing of AV materials. Through the remotivational program, various groups , numbering from 7-10 people, are brought into the viewing room for the films or filmstrips, and discussions are conducted following the viewing. The library also tries to work closely with the industrial therapy. This library also has an active library committee made up of the director of chaplaincy, the ombudsman, the comptroller, the assistant director of nursing (as on the staff library committee), the adolescent librarian, the

adult patient librarian, a psychologist and the medical staff librarian. A recent development in the library system at the State Hospital has been the transfer of responsibility of the adult patient library and the adolescent library directly to the hospital administrator. At the same time the supervisor of the adult patient library was made responsible for the adolescent library. The patient library committee was directed to continue to direct planning and development of programs. The staff librarian was to continue as a member of that library committee to provide liaison with the staff library. However, the staff librarian by choice has not taken an active part in the patient library committee. The new arrangement was brought about so that the patient libraries may be more closely connected and coordinated with the new Adult Basic Education program and the full potential of the library and its staff can be better utilized. This change became effective January 14, 1975 through a memo from the hospital administrator.

Long-range Plans

Long-range plans for the staff library:

It is planned to continue to build the staff collection resources both in quantity and quality through purchase of book and non-book materials to relate to the educational and professional needs of the staff. With the advent of the medical school program through UND of Grand Forks, they will plan to build the collection to support the resident and internship programs as well as the new psychiatric residency. The basic problems: lack of funds to keep up with expense of medical journals, books, non-book materials, and magazines. Their basic needs relate to this in that they need a budget to supply materials - both book and non-book - to the personnel of the institution. They have no plan to build further library space for the staff library.

Long-range plans for the resident libraries:

The listening areas should be expanded, since at this time the area can accomodate only 4-8 people at a time. The viewing areas need to be developed for use of filmstrips, and films, both 8mm and 16mm. They also see the need to utilize the library area better in regard to magazines, the listening collection and film use.

Basic problems and needs:

There is a need of more space, more personnel and an increased budget to carry on their programs with all the residents who can use the library materials. They also need to reach more people in the hospital in closed wards, to develop a more extensive program through books and non-book materials, and to update materials through access to continuous funding. Through further funding they could make the materials available evenings and weekends and better staff the adolescent library, which at the present time is covered by volunteer time service.

As of May 1, 1975, a full-time resident librarian was hired in the person of Mr. Frances Olesen, a retired teacher.

Recommendations

Recommendations from the staff library for statewide programs:

A central union catalog of all medical materials available in the state, either centered in Harley French Library of UND or the State Library or another medical library in the state.

They also feel the need for a detailed workshop on cataloging government documents. Because the workshop in the past was too general, they would like one centered on the processing, cataloging and general handling of this material.

Recommendations for institutional programs:

They feel the need of having a Xerox machine in the library to facilitate the duplication of articles at hand for staff and interlibrary loan. At the present time they go to another department to do the xeroxing. This takes special time and effort which could be used elsewhere.

Standards

In the Standards for Library Services in Health Care Institutions as prepared by the Hospital Library Standards Committee Association of Hospital and Institutional Libraries of the American Library Association, c1970, a statement is provided which recommends standards covering the two types of libraries in health care institutions:

> the health science library which provides and makes accessible adequate educational and informational library materials to the medical, paramedical nursing, research, administrative, and teaching staff as well as to the other employees and students in the medical, paramedical, nursing, and other related fields
>
> the patients' library, which provides and makes accessible adequate recreational, therapeutic, and educational library materials and services to patients of all ages which will assist in their rehabilitation or adjustment of their illness and/or handicapping conditions

The summing up of the principal concepts behind these standards would be of interest here. The first principal concept is, "A qualified competent professional librarian is the key to any successful program of library service." The Standards go on to list the credentials of a professional librarian as being an individual with a degree from a library school accredited by the American Library Association and further certification by the Medical Library Association. It goes on to list the personal qualifications as including good judgement, flexibility, tact, poise, initiative, creativity in administrative techniques, emotional stability and good health. In the case of the librarians at the State Hospital, they should be strongly encouraged to seek the qualifying training of the profession. Summer school sessions and short workshops will not replace the full course work demanded in a library degree. The certification by the Medical Library Association

should also be a goal for them. As to the personal qualifications, they measure up well. There is a creativity and initiative apparent which will go far to making the libraries the vital sources they are. The librarians, however, need to see the full value of working together. The staff library is a great and well-organized collection and seems to be more than adequate to the needs of the hospital staff. However, the staff librarian counts it as inadequate. The resident library which is to provide recreational, therapeutic and educational materials to assist in rehabilitation or adjustment seems very inadequate but is considered by the staff librarian as adequate. Perhaps the purpose of the hospital should be reviewed by the staff librarian.

The second principle underlies another need, "Both the health science and the patients' libraries in the health care institution should coordinate their programs with all other units and services in the institution itself and with others having similar objectives within the community or geographic area." The hospital libraries do use the facilities of the other libraries of the city, but the materials at the Harley French Library at UND could be better utilized through teletype access or some type of listing materials available in each library. In this day and age of specialization and multiple publishing, a closer cooperation in acquisition and circulation between these two libraries would go far to making the most of the money available for purchase of materials. The cooperative effort begun with the advent of the new medical program at UND will necessitate this cooperation between the libraries. The success of the Medical Library Network will depend on the cooperation of all involved.

The third principle is, "The libraries should plan, through contractual or other agreements, to dispense the best possible and most comprehensive total library service to their clientele." The staff library has and is doing a fantastic job of getting materials to the staff. Their initiated index of periodicals on hand, while duplicating Index Medicus, does provide a ready and helpful bibliographic tool. The resident libraries are attempting to reach out to the needs of the residents through books as well as AV materials. The newly acquired AV room for the residents, while it may not be the most adequate or best decorated room in the library, will be well used.

The fourth principle is, "The role of the state library agency in providing coordination in the continued development of libraries in health care institutions can be an important factor in bringing the libraries in such institutions to the point where they can meet and surpass standards and continue to maintain desirable levels of service. Wherever appropriate, such libraries would seek consultant services at the state level and should turn to the state library agency for specialized materials and research services which are (a) not required with sufficient frequency to be maintained in the health science libraries, and (b) not appropriately found in other specialized libraries, such as the regional medical libraries." This principle is being achieved through the building of a Medical Library Network in the state, and this consultant service can be seen at the present time in Ruth Mahan and the continued efforts of medical library coordination throughout the state.

For many of the individual items in the Standards, a review and evaluation by the respective library committees and staffs would be highly encouraged since an accurate evaluation from one outside does not always present a true picture.

A close look at the objectives of the health service library again emphasizes the need of having a professional librarian to carry out the needs of the library reflecting the needs and direction of the institution. The services as listed in the Standards seem to be adequately provided by the staff library. The emphasis has been on meeting the needs of the medical staff and the visiting students, and the programs they have set up are very effective and well-run. A statement of policies should be at hand for the use of the librarians, the library committees, and the library users.

The Standards for the residents' library, again emphasize the need for the direction of a professional librarian to provide materials both for education, therapy, or recreation, either to the individual patient or to groups. This is to be accomplished through a judicious choice of materials to fit the needs of the patients and their condition. The services listed are being covered in a limited way because of limited materials and funds. A book cart service is carried to the closed wards; book, record, and cassette materials are available to the adolescents in their library, while book and AV materials, along with daily and weekly newspapers and magazines are available to the adult library. A statement of policies should also be available for the resident libraries on selection and replacement of materials, policies for use of the library which will provide direction for the librarians, the library committees, and the library users.

Summary Report on the Survey of the Library of the

NORTH DAKOTA STATE SCHOOL FOR THE BLIND
500 Stanford Road
Grand Forks, North Dakota 58201
Telephone: 777-4144

Authority and Responsibility of the Institution

The school was initiated through the North Dakota Constitution, Article XIX, Section 216, with authority resting in North Dakota Century Code 25-06. Legislation was enacted in 1895, and the school opened February 18, 1908 at Bathgate, North Dakota. In 1957 legislation was enacted to move it to Grand Forks, and the new school opened its doors in 1961.

Its program was directed to providing elementary and secondary school education for the visually handicapped.

History

In the Third Biennial Report, Mr. B. P. Chapple, superintendent, makes special mention of the library as being small but growing. He sees the need to add more books on general literature. He states that the free postage for the blind was in effect at this time to enable the sending of materials to blind people outside the school. He also mentions that the school was fairly well supplied with maps for the blind - carved in relief out of wood. His recommendations include the statement, "Our library at present consists principally of textbooks. Large numbers of standard works are now printed in New York point and many should be added to our library for general reading pupils, also for them and former pupils to draw on during summer vacation." (First Biennial Report of the Board of Control of State Institutions for the period ending June 30, 1912, p. 285)

The Second Biennial Report of the Board of Control, 1913-1914, gives an inventory of the library:

Raised point books	450 large volumes 60 small volumes 90 paperbacks	- limited because of expense
Ink print	550 volumes	- used by teachers as textbooks and materials to be read to the students
Wooden maps	6	

In the Fourth Biennial Report of the Board of Control, 1917-1918, note is made of the addition of a set of New International Encyclopedias and the possibility of changing the type system which was given as the reason for not putting too much money into a large library. $164.22 was expended for library and school supplies in 1916-1917 out of a total institutional

expenditure of $15,931.05. One period an evening of reading aloud to the students was provided.

Institutional Administration

At the present time the resident population is forty with an age range from seven to twenty years, with most residents being able to use library materials. The primary handicap is blindness, total or partial, with secondary handicaps, such as hydrocephalus, autism, etc. The staff consists of Mr. Charles R. Borchert, administrator; and fifteen professionals, twelve full-time and three part-time; and thirteen non-professionals, nine full-time and four part-time.

Philosophy of the Institution

The educational goals of the institution are stated thus:

> It shall be the express goal of this school to meet the need of those children in the state whose visual loss requires a special program for whom an adequate educational plan is not available in the local community.
>
> It shall be the aim of this school to give the blind and partially seeing child the broadest and fullest opportunity for acquiring educational skills and effective means of communication for developing character and personality traits essential for good citizenship.
>
> It shall be the goal of this school to provide educational setting in which the visually handicapped child will develop academic skills comparable in quality to those prescribed by the Department of Public Instruction.
>
> It shall also be the goal of this school to provide an educational setting in which the child will have the opportunity to develop independent living skills such as mobility, motor skills and self help skills.
>
> To this end, we of the administration are dedicated to see that each person enrolled at the North Dakota School for the Blind reaches his fullest potential to enable him to be as independent as possible in the complex society of today.

The library is seen as an integral part of this program and has no other program to fulfill the educational needs of the students. The library provides Braille books, talking books, cassette recordings, magazines - both Braille and ink print - ink print books which can be read with the aid of various types of magnifiers, hand-carved wooden maps, various models, various magnifying machines, and cassette and phonorecord players.

Resident Library

The library is cared for by Mrs. Betty Bender who has a BS in education and

spends three hours per day, five days a week at $3.00 per hour, in the library. She has no library assistant.

According to the funding listed in the biennial report of 1970-1972, the institution received $22,736.83 in Title I funds. The report states that they were able to purchase a good selection of large print books and Braille books, tape recorders, tapes, talking book machines, talking books, and filmstrips.

The report for 1972-73 states that they received $8,200.00 in Title I funds which helped the library purchase large print books and Braille books, tape recorders, tapes, talking book machines, talking books, and filmstrips. The statement is added, "The expanded reading list has encouraged more reading and has resulted in a favorable attitude toward reading." (p. 22, Report of School for the Blind, 1972-73) In 1974, $2,878.00 was supplied by LSCA funds.

Library Budget Expenditures for the Fiscal Year 1974-1975 (estimates)

Personnel	$1,150.00	(provided by Title funds)
Books	1,200.00	Title funds provided $1,295.00 for books, periodicals, games and some recorded books
AV materials		
software	500.00	
hardware	-0-	
Library supplies	150.00	
Other expenditures	-0-	
Total	$3,000.00	

The library, with a seating capacity of 18, is housed in a separate room in the education building. It has 828 linear feet of shelving space for Braille and ink print books. The library also contains several types of magnifier machines, cassette players, and filmstrip viewers. The collection consists of 2,061 volumes with an unknown number added during the past year. The card catalog is not up-to-date. The library receives 30 magazines and 2 newspapers. It has the following AV material available: 376 filmstrips, 210 recordings, 95 cassette titles, 127 reel-to-reel tapes, and no films or slides. Maps and other book materials are also available but scattered throughout the education building in classrooms, closets, and various storerooms.

A record of the circulation of materials is not kept. They do have the use of materials through interlibrary loan from the Grand Forks Public Library, the library at University of North Dakota and the State Library. The library is open about 45 hours a week.

The material available is considered inadequate at the present time. Although the Braille material there is good, more variety is needed. The print material is old and out-of-date; some books also have very small print. This collection should be weeded severely to allow room for more recent material to be added both in large and small print books. The AV material seems good but limited to the educational program.

Staff Library

The staff library is housed in separated areas - the superintendent's office, a classroom and the faculty room. It consists of an undetermined number of books, both personally and institutionally owned, professional periodicals and pamphlets. There is no central control of material, but what is available seems to be well-used. There is no expenditure of funds for this collection at the present.

The material which is available is good, and the professional journals are passed among the staff with pertinent articles marked for everyone's consideration. A central location for this material is highly desirable along with funds supplied to keep it up-to-date and controlled.

Library Services

The interview/discussion was held with Mr. Chuck Dvorak, school principal; and Mrs. Betty Bender, librarian.

Since this is a school library, its services center around the educational program. Orientation to the library is given the youngsters when they arrive at the school and as the need for them to use library-centered materials arises. The ability of the librarian to provide reader guidance is hampered through her lack of reading knowledge of Braille. There is no way of knowing the subject matter of a Braille book unless one is able to read Braille. She is taking time to learn, but Braille is considered another language and is difficult. She feels that if the card catalog had a short resume of the subject of the Braille books, she could help the students find material in a subject area more readily.

Cassettes and print materials are of easier access. No information and reference services have been provided in the past since the staff has access to the UND library and its reference and information materials, and many of the staff are in some way connected with the UND campus. Interlibrary loan comes primarily through the Grand Forks Public Library, the UND library, and the State Library. Some materials are provided for recreational reading, but the primary thrust of the collection is educational. They do not have discussion or listening groups centered in the library.

Two of the basic problems seem to be the lack of space as well as the lack of materials. This could be solved by having a library resource center added to the present facilities. This would allow all library materials to be centrally located for both residents and staff. The maps and models, for example, could be of more use in this library resource center.

Recommendations

Recommendations for a statewide program:

The School for the Blind should provide a resource center for the blind people of the state. There are several people identified as needing help

outside the school; but at the present time materials are limited to supply the school's needs.

At the present time the school receives special library services from the South Dakota State Library for the Blind and Visually Handicapped through contract with and paid by the North Dakota State Library with state and federal funds. This service helps supply the necessary talking book materials, but there is also a need to find more readers for taping books not available in any form - talking books, Braille or large print - such as textbook material, which is needed quickly for students all over the state. (This might be a program which could be implemented by the men at the State Penitentiary.)

Another statewide program would be to search out various funding possibilities - grants from private foundations as well as federal grants - to aid in temporarily financing extended library service to the blind and visually handicapped.

Recommendations for institutional programs:

The school needs to add to its library not only book materials, but also games and several more Apollo readers - a magnifier reader machine which projects the magnified print material in a selected size on a television screen and can be shifted from black-on-white to white-on-black to facilitate easier reading.

They should also have an electric Braille typewriter to make up their own reading or test material as the need arises. As in every other school the teachers are expected to prepare pertinent class materials and test the students on their level of learning. With the use of Braille machines, now available, much valuable time could be gained to allow teachers either to work with the students more or to use the time for professional preparation.

They should also have a Xerox machine, now available, which enlarges regular print material for easier reading for the partially sighted. This machine can make small print materials readable in large print, since some books are not published in large print editions.

Old books should be withdrawn and current materials, both fiction and non-fiction, added in Braille, large print, cassette and talking book form. The library should aim to have every book in their collection available in each form. Current filmstrips should also be added.

The school should have a recording studio set up in the library to record material as needed, duplicate tapes and provide a center for the volunteer reader in the Grand Forks area.

Video taping of lessons, both experimental and educational, should be done to allow a student to have repeated access to lessons.

The school administration is looking forward to the time when a contract learning system can be set up to meet the individual needs of the visually handicapped students. (Perhaps a look at the ED PAC program of the State

Industrial School might be a beginning.) All of these programs should be scheduled into the biennial institutional budget.

Summary Report on the Survey of the Library of the

NORTH DAKOTA STATE SCHOOL FOR THE DEAF
14th and 1st Avenue
Devils Lake, North Dakota 58301
Telephone: 662-5113

Authority and Responsibility of the Institution

The State School for the Deaf was established in 1890 under North Dakota Constitution, Article XIX, Section 215, with major statutory authority resting in NDCC 25-07. Its major purpose is to offer special educational programs supported by the state for the deaf and hard-of-hearing children at the elementary and secondary levels. They educate to meet the needs and levels of each student. Using specialized methods of instruction they try to meet the needs and levels of each student. Children are in attendance nine months of the year, through the regular 180 days of a school term.

History

The beginnings of the library were small. In the inventory of July 1914, the library was valued at $688.50 out of a total institutional value of $182,188.60. The 1916-1918 biennial report gives us a breakdown of the funding for "Library and Amusements". Of the total amount for 1916-1917 of $146.11, $44.85 was spent for subscriptions to magazines and $9.00 was spent for library books. In the years 1917-1918 the "Library and Amusements" account was $101.80, with $62.10 going for magazines and newspapers and $1.80 spent for books. The total institutional budget for 1916-1917 was $40,348.93 and for 1917-1918 was $48,230.41.

Institutional Administration

The administrator of the institution at the present time is Mr. Allen J. Hayek. He has a staff of 29 professionals; 26 are paid with state funds, 2 are paid with federal funds, and 1 is paid with Comprehensive Employment and Training Act funds. There are 22 paraprofessionals; 16 are paid with state funds, 3 are paid with federal funds, and 3 paid with CETA funds. There are 25 non-professionals; 18 are paid with state funds, none paid with federal funds, and 7 paid with CETA funds. There are 5 part-time staff members; 4 are paid with state funds and 1 is paid with CETA funds. This makes a total staff of 81. The resident population is 101 with the average age of 12.3. The age of the students range from the youngest, 4 years of age, to the oldest, 21 years. Generally the length of residence is 13 years. Most residents are able to use library materials. In general, the principal handicap is deafness - total or partial - with secondary handicaps of cerebral palsy, mental retardation and other physical handicaps as well as some emotional disturbance.

Philosophy of the Institution

The purpose of the institution is to provide a free boarding school where an academic and vocational education can be obtained by all deaf or hard-of-hearing children of ages 4-21 who cannot make suitable progress in the present public schools of the state. The philosophy of the institution is to produce a graduate who is prepared to make a satisfying contribution to society, be able, self sufficient, confident and ready for life. The library helps fulfill this philosophy by providing the information that support the curriculum of the school and fills the individual needs of the students.

The primary objective of the library program is to meet the needs of the hard-of-hearing and deaf students of the state of North Dakota. The library program must stimulate self motivation and individualized study, and it must provide a broad understanding of the basic concepts in the various areas of academic and vocational education.

Resident Library

The resident library is cared for by Mr. Vernon J. Johnson who has a M.S. Ed of the Deaf degree. He has spent 50 percent of his time in library duties for the past two years. He has the help of one secretary since February 10, 1975, and two resident aides, each serving 10 hours per week.

Library Budget Expenditures for the Fiscal Year 1974-75

	State	Federal	Total
Personnel	$6,577.00	$ 682.00	$ 7,259.00
Books	-0-	672.46	672.46
Periodicals	-0-	18.00	18.00
AV materials			
software	-0-	921.00	921.00
hardware	318.00	3,141.00	3,459.00
Library supplies	-0-	77.53	77.53
Other expenditures	944.00	767.01	1,711.01
Total	$7,839.00	$6,279.00	$14,118.00

As can be seen by this budget-expenditure statement, the funding from federal sources has had a decided impact on this library. According to the yearly report on expenditures, many books with low reading level but high interest have been purchased to encourage self learning. A video taping system has also been purchased which is seen as a primary teaching tool in both the hands of the professionals on the staff and in the hands of the students. Satellite libraries of high interest paperbacks as well as various self-teaching machines, such as the Cyclo-teacher, the Mast Teaching Machine and the Craig Reader have been established in the dorms making all levels of materials - primary, intermediate as well as advanced - available.

The library proper is housed in two rooms in the education building. There is 864 sq. ft. of space with a seating area of 13. The shelving provides 465 linear feet for the school library. The total number of volumes in the residents' library is 10,026 with about 500 volumes added during the 1973-74 year. A few volumes were withdrawn which were beyond repair. The card catalog at this time is not up-to-date. The library received more than 30 magazine and 4 newspaper titles. They have 800 films on hand, 1,201 filmstrips, 500 slides, 150 recordings, 40 cassettes, 100 reel-to-reel tapes, 96 video tapes, 30 video cassettes, 250 8mm film loops, 300 mast loops, 2 language masters, 450 language master cards, 2 perceptoscopes, 50 perceptoscope discs and 6 Mast machines.

A picture of the funding from state and LSCA funds for the past five years indicates the administration's concern with the continuing educational impact of the library on the institution.

	State	Federal
1971	$3,596.00	$5,175.00
1972	9,765.00	5,662.00
1973	7,643.68	4,240.00
1974	8,108.93	5,000.00

The circulation is about 300 books per week with no materials obtained through interlibrary loan. If the library needs reference service, it uses the Carnegie Public Library of Devils Lake, ERIC at UND and the Dickinson State College. Consultant service was supplied for about 60 hours this year. The resident collection is considered adequate. The library is open 40 hours each week.

Staff Library

The staff library is serviced by Mr. Vernon Johnson who has a M.S. Ed of the Deaf degree. He has spent 2½ percent of his time in this library in the last two years. His salary is $11,807.00. He has a staff of one secretary and 2 volunteers, each contributing 10 hours per week.

Library Budget Expenditures for Fiscal Year 1974-75 for the Staff Library (all state funds)

Personnel	$304.00
Books	-0-
Periodicals	182.60
AV materials	
software	-0-
hardware	-0-
Library supplies	27.00
Other expenditures	306.00
Total	$819.60

This library is housed in one room separated from the resident library but

in the same education building - namely, in the teachers' lounge. The staff library has 630 sq. ft. with seating space for 12 people. It has 156 linear feet of shelving space.

The collection for the professional staff library is over 450 volumes, with 15 added this past year, 1973-74. A few volumes which were beyond repair were withdrawn. The card catalog is not up-to-date. The library presently gets 10 magazine titles and no newspapers. The same AV materials are available to the staff as for the residents, not on a professional level but as aids for class preparation. Circulation of materials is about 10 per week with no materials obtained through interlibrary loan. If the staff needs reference service, they direct their request to the Carnegie Library at Devils Lake, the Dickinson State College Library, UND at Grand Forks and the State Library. The staff collection is considered adequate for the needs of the institution. No interlibrary loan items were received, and 60 hours of consultant service have been supplied. This library is open 40 hours a week.

Library Services

The interview/discussion took place primarily with Mr. Vernon Johnson, also with Mrs. Marjorie Bye, director of business administration, and Mr. Allen J. Hayek, superintendent.

Regarding library services:

All the students are given orientation to the library through their individual classes. The reader guidance for the student is on a one-to-one basis as the need arises and is provided either by the teacher or the librarian who has access to the teachers' lesson plans to help him suggest the use of book and non-book materials which are available and could be coordinated with the teaching lesson. Interlibrary loan services come through the Carnegie Public Library in Devils Lake; the Instructional Media Center, Dickinson; UND at Grand Forks; the ERIC Center; the State Library and the State College at Dickinson. The materials for recreational reading are paperback books which are housed in small library areas in the boys' and girls' dorms as well as in the main library. The educational reading is located in the library with the students directed to it through the educational program and the advice of teachers and the librarian. There are no discussion or listening groups sponsored by the library. The library also provides the necessary screening for students requesting a driver's license, draft card, and various application forms to be filled out by them. The librarian is also responsible for servicing all machines - hearing devices as well as AV equipment. He takes care of minor repair and is responsible to see that all major repairs are done. The library is at present the film depository for subtitled films available for the upper area of the United States. These are films provided by HEW for the deaf students. This collection will soon be transferred to Ohio.

Long-range Plans

The long-range plans for the library include the acquisition of all library

material necessary to meet the needs of educational programs and of the students. The building project proposed to the Legislature this year included expansion room for the library. This expansion is an immediate necessity for the good of the library and the school. Most of the AV hardware is stored in the hall which cuts down passing space for the children. The building expansion will also include very necessary storage space, processing areas, production areas for book and non-book materials as well as more seating and study space. Within the last few years the seating space has been cut drastically with the needed expansion of shelf space. Two of the study tables were removed to allow added shelf space. There remains only one study table for student use. However, the needed legislation was not approved in the 1975-77 appropriations.

Their basic need is space for adequate library storage and service and for the production of AV materials to fulfill the classroom and individual needs. They also require more assistance not only to process materials either through a cataloger/clerk typist or through a centralized processing system set up statewide to get all the materials on hand cataloged and ready for use but also to develop a full learning center for the School for the Deaf.

Recommendations

Recommendations for the statewide programs:

They want to be made more aware of what services are available from other libraries in the state, through the Regional Library Plan, through ERIC, through MEDLINE, etc.

A setup for central processing in the state would help them cut down on the lag of getting the materials ready for use in the school.

Recommendations for the institutional program:

They want to help the educational program by going into the individualized program of study. (Perhaps here the ED PAC of the State Industrial School, Mandan, might be of help.)

They want to get all materials processed to have them all available through the card catalog. This was a project of Mr. Johnson's for the summer, 1975. They would also like to increase their staff to make the library materials available to the students in the evenings and on weekends. A permanent state funded position should be created for an assistant librarian with credentials in library science.

Funding for all the recommendations should come through the state appropriations since they are programs essential to improve service to the handicapped of the state as set forth in the Constitution. The administration and librarian have high regard for the excellent cooperation they have received in the past from the State Library Commission in helping them plan and guiding them to various federal programs. They hope that this type of service can be continued by the State Library in securing supplemental funding or services.

Summary Report on the Survey of the Library of the

NORTH DAKOTA STATE SCHOOL FOR THE MENTALLY RETARDED
Grafton, North Dakota 58237
Telephone: 352-2140

Authority and Responsibility of the Institution

The State School was initiated through the North Dakota Constitution, Article XIX, Section 215, with authority resting in North Dakota Century Code 25-04-01. Legislation was enacted in 1902, and it opened its doors in 1904.

The major duties of the school are for the relief, instruction, care and custody of the mentally deficient of the state. It is the duty of the director to establish trades and manual industries which will best prepare the residents for future self-support.

History

There is no special mention of the library in the early biennial reports of the institution other than the listing of funds spent for "Library and Amusement" which amounted to $674.81 for the years 1910-1912. In 1913 there is a notation made that the Grafton Public Library donated some books it no longer wanted. The school also had four newspaper subscriptions contributed. In the 1912-1914 biennium, $933.16 was used for "Library and Amusement". At the time of the yearly inventory the value of the library collection was placed at $106.75.

The Grafton State School is an educational and training facility supported by state taxes, federal grants, and private donations. Along with the services provided as stated in NDCC Chapter 2504, Section 2, it also offers a short-term multi-disciplinary evaluation for mentally retarded individuals. This evaluation usually lasts from two to six weeks. The results provide parents, agencies and responsible relatives insights into appropriate programs for the individual involved. The individual lives at the institution during this evaluation. Respite care is also offered, for example, for parents who want to go on vacation and find taking their retarded child along to be a hardship. They can place him/her at the Grafton State School for the duration of their vacation. Multi-disciplinary professional services are available, such as medical, dental, physical therapy, educational, speech and hearing, psychology, social service, pre-vocational training, chaplaincy, foster grandparents, behavior modification, recreation, and all other housekeeping and parenting services which are necessary for a 24-hour care.

Philosophy of the Institution

The philosophy of the institution is stated thus:

> The problem of caring for the mentally retarded has existed since the beginning of mankind, and all forms of government have come to grips with

it in varying degrees. Through legislative action North Dakota, along with her sister states, created an institution for the mentally retarded at the turn of the century. They were better known in those days as institutions for the feeble-minded. It was the intention of responsible persons in the early years to create a training and educational facility for the mentally retarded. The institutions were to become places where the mentally retarded could learn to the extent of their potential skills and acquire a trade to help them live more fully. They were to live in a residential setting much the same as individuals of normal intellect who journey away from home to attend school. In addition to this the institution was also to become a home for those mentally retarded individuals who could not benefit from education and training experiences and who, in fact, needed partial or total care for the rest of their lives.

History reveals that people underestimated the number of mentally retarded individuals who, within its society, would be placed in an institutional setting. This is evidenced by the fact that as soon as an institution opened its doors to accept residents it became overcrowded almost immediately. The problems that accompany overcrowded conditions were also obvious - namely, the problems of understaffing, the lack of therapeutic facilities, the lack of remediation and training programs, etc. Thus, overcrowding, understaffing and other such problems are not new but have been present practically from the very beginning. As early as 1933 the Legislative Assembly of North Dakota has faced the problems of the overcrowding and the types of programming that were to be undertaken at the institution. This was evidenced by its action which resulted in the changing of the name of the institution to the Grafton State School, implying that a school setting provides both learning and training. It was assumed that the mentally retarded residents would be trained commensurate with their capabilities and then returned to the community to experience a more productive and self-fulling societal role. The trend towards the return of mentally retarded individuals to a community setting is seen throughout the world.

It has been demonstrated that the mentally retarded usually experience a more productive and fulfilling life if they can remain in the community. The professional staff of the Grafton State School has subscribed to this philosophy and will continue to do so in the future. They will attempt to return to the community those mentally retarded individuals who can learn the necessary skills to make satisfactory adjustments. As this is accomplished it will alleviate a grossly overcrowded situation by enabling the staff through its programs to provide for those mentally retarded individuals requiring continuing institutional care.

The 43rd Legislative Assembly made the San Haven State Hospital at Dunseith, North Dakota, a division of the Grafton State School effective July 1, 1973. This had been in process since the 1957 session when the legislature directed that San Haven would be utilized by bedridden mentally retarded residents to help relieve the overcrowded conditions at Grafton. Since that time there has been a remarkable decline in the number of tubercular patients requiring sanitorium-type care which precipitated the above mentioned legislative action. Presently San Haven is a residential facility

for 295 mentally retarded residents of whom 140 are bedridden, the other 155 are older moderately and severely retarded males and females.

The staff sees the library as fulfilling this philosophy by supplying materials for the in-service training and continued professional growth of all staff members through educational and resource material and by providing resource materials, both educational and recreational, for the residents.

Objectives and programs of the library at the present time are nonexistent since there is no centralized structured library. What materials are available are scattered throughout the various departments and used only in the specific department. It is the intention of the staff to set up in the very near future a more complete library to provide services for the residents and staff.

Resident Library

The person responsible for the so-called library is Dr. Dennis Follman who has an Ed. D. He spends approximately two hours a week in the library and related areas; other staff members include two secretaries.

The library budget expenditures for the fiscal year 1974-75 are only approximations at this time, since there is no cost center for the library. All library materials are ordered through departments on an individual department basis.

All new purchases of library type material, even though they may be housed in a specific department, are being recorded as library material.

In the past years the yearly library expenditures have been aided through the existence of LSCA funds.

LSCA funds are used for resident library materials only. Other departments have their own funds with which to purchase library materials.

Fiscal Year	LSCA Funds	State Matching Funds
1969	$5,754.22	$3,998.00
1970	470.00	326.00
1971	575.00	400.00
1972	825.00	1,679.00
1973	2,000.00	1,710.98
1974	3,000.00	2,437.74
1975	3,165.00	2,200.00

The federal funds were spent generally on multi-media supplies and equipment for the education and training of the residents. A reading program was developed to teach the retarded to build letter and word concepts. There is a need for broad educational material to bridge the gap between education and culture. Other uses for the funding were the purchase of more AV material and equipment, the Peabody Language Development Program, 8mm projectors and a laminating machine. An effort is being made to centralize

the library material to make it available for more and wider use in the institution and to help eliminate unnecessary duplication.

The library is housed in various rooms in separate buildings. The approximate number of square feet for the proposed temporary library room is 200 feet with a possible seating of 10, and a proposed linear ft. of shelving space of 192 feet.

The collection includes about 300 volumes with the number of volumes added this past year unknown. There is no complete card catalog existing at the present time. There are two newspaper titles currently being received. The library does not have a separate inventory at the present, but the following materials are available: filmstrips, slides, recordings, cassettes, and reel-to-reel tapes.

The school receives reference service from the Carnegie Bookmobile at Grafton, UND at Grand Forks, ERIC Center at UND, North Dakota State Library, and the Instructional Media Center at Dickinson. They also receive inter-library loan materials from the Instructional Media Center, Dickinson; consultant services from the Grafton Public Schools and bookmobile service from the Carnegie Bookmobile Library. All library materials are available 40 hours a week.

The resident collection as well as the staff collection is inadequate. It is made even less useful because there is no central point for receiving or distributing materials. There is no complete cataloging system at present; therefore no one knows just exactly how much material is available and where it can be found.

Staff Library

The staff library is in the care of Dr. Dennis Follman. Time spent on library duties is about two hours a week. Supporting staff includes assistant superintendent's secretary and speech and hearing department secretary.

The budget allowed for the staff library comes to a total of $1,900.00. At the present time a breakdown of budget expenditures is impossible since there is no cost center for the library. All library materials are ordered through departments on an individual department basis. They are now in the process of recording all new purchases of library materials, even though they be housed in a specific department. The present collection is located in separate buildings, in separate rooms. The proposed library room will have 200 sq. ft. of space with a seating capacity of 30, and linear feet of shelving of 24 ft. as well as shelving areas in individual departments. The total number of volumes is not known, and there is no central card catalog available of the material. As to AV materials, the library does not have a separate inventory as yet; however, the following materials are available to the staff: films, filmstrips, slides, recordings, cassettes, reel-to-reel tapes and video tape equipment.

No record is kept of the circulation of materials to the staff. Reference service comes to them from the Carnegie Bookmobile at Grafton, UND at

Grand Forks, State Library in Bismarck, and the Instructional Media Center at Dickinson; and consultant service through the Grafton Public Schools. Bookmobile service comes through the Carnegie Bookmobile Library, Grafton. The library materials are available about 40 hours a week.

The staff collection is inadequate and could be used better if there would be a central access point - either a complete card catalog or a centralized collection. They also do not have a central point for receiving and distributing materials. At the present they are seriously considering a central library system for the institution.

San Haven

The State Hospital at San Haven, which was first opened in November 1913, with a capacity of 65 beds to serve the need of the TB patients of the state, now has become an arm of the State School at Grafton. In 1973 the legislature transferred the responsibility of caring for tubercular patients to the State Health Department, which contracts with general hospitals in the state and provides an evaluation clinic at Minot and one at Fargo for the inpatient and outpatient care of persons afflicted with tuberculosis.

Institutional Administration

The present administrator for both Grafton and San Haven is Dr. Ronald E. Archer. He has a staff at Grafton of 66 professional people, 63 full-time and 3 part-time; and 575 non-professional people, 524 full-time and 51 part-time. The resident population at Grafton is 949 with an average age of 40, the youngest person being 3 months and the oldest 95 years. The length of residence varies, but most residents are able to use the library materials. All residents of the Grafton State School are mentally retarded, but some have multiple handicaps which include blindness, deafness, emotional disturbance, cerebral palsy, epilepsy and other physical handicaps.

The San Haven State Hospital has 232 employees with a resident population of 295, the youngest one year of age and the oldest 82 years. According to the business manager, Mr. R. L. Charrier, most of the residents are not able to use library materials as they are more severely retarded and have multiphysical handicaps.

Library Services

The interview at Grafton was with Dr. Dennis E. Follman, education director, and with Mr. Everett Werness, speech and hearing therapist. At the present time most of the library services are given through the educational program. Orientation is provided departmentally as the need arises. Reader guidance is also given through the education program. Information and reference services, as well as interlibrary loan, come from outside the institution. Both men voiced a request for lists of materials and services available from the State Library Commission and other libraries in the state. Any recreational reading requested by an individual is supplied either through

personal purchase or the public library. There was a time when the school would transport the children to the public library to get material; but they no longer do this, according to Mrs. Ora Stewart, director of the Carnegie Bookmobile Library. But the school still feels free to use the public library as needed or as requested by a resident. Some requests are made through interlibrary loan but generally, only on the initiative of an individual resident or a staff member. The educational reading is directed through the school when materials are known to be available in that department.

Long-range Plans

The long-range plans for the library include the centralizing of the facilities in one area. They have formed a library committee to search out the needs and problems of the institution. The members of this committee are: Dr. Dennis E. Follman, chairman; Mr. Everett Werness, vice-chairman; Mr. Aaron Jelinek, committeeman; Mrs. Betty Hill, committeewoman; and Mr. Gary Lorinser, committeeman. One of their first projects was to take a survey of the current library services and the need of additional library services. The initial question is of special interest, "Is there a need for a library-information center at the Grafton State School?" Of 687 survey letters sent out 338 were answered and returned with 231 affirmative replies, 60 negative replies, and 47 neutral replies. The majority of negative and neutral answers came from staff members who are in non-professional departments.

Standards

The institution is aiming to become an accredited facility for the mentally retarded within the near future. Part of the Standards include a section dealing with library service as seen in residential facilities for the mentally retarded. The opening statement on library services reads, "Library services, which include the location, acquisition, organization, utilization, retrieval and delivery of materials in a variety of media, shall be available to the facility, in order to support and strengthen its total rehabilitation program by providing complete and integrated multimedia information services to both staff and residents." (Chapter 3, Section 5, paragraph 1 of the Standards for Residential Facilities for the Mentally Retarded; Joint Commission on Accreditation of Hospitals) The Standards go on to state what library services are to be given; what they should include; the place of the library in relation to the freedom to read; library services to the staff and what they should include; and what needs to be done if the facility will continue to provide library service: a statement of objectives, separate budget, placement within the organizational structure, written policies covering activities, and availability of staff to run the library, with special emphasis on a qualified librarian. The librarian is seen as coordinating the purchase of all print and non-print materials.

The primary basic problem is the coordinating of the material available now within the school plant, having a plan developed for the disseminating of the material available, finding what types of material are needed and how

effectively used because of its present placement. They also require someone to staff this new library full-time. Both men are willing to have their secretaries help part-time in the library, but a qualified individual to spearhead the project is an immediate need.

Recommendations

The recommendations they would suggest for statewide programs would be that they would be made more aware of what is available in materials and services from the State Library and the other libraries throughout the state, either through bibliographic lists or book catalogs or a service directory.

They also see the need for financial and staff assistance to organize the library more accurately and professionally. Recommendations for their own institutional programs include first and foremost, to hire a full-time librarian to coordinate as needed the library services and to employ efforts between the two institutions.

They will also need to continue to develop materials for the students with special problems, such as the deaf child or the blind child. (Perhaps here a cooperation between the three special schools - the School for the Blind, School for the Deaf and the Grafton-San Haven complex - could be established. They are geographically close enough to have a daily shuttle service set up.)

Both Dr. Follman and Mr. Werness encouraged my visit to San Haven to get a complete look at the State School complex. San Haven needs to be made more aware of the materials available to help stimulate the more severely retarded they have in residence. Perhaps a rotating collection from the main collection at Grafton might be an answer. The severely retarded can best benefit through auditory and tactile stimulation. Many of the residents of the San Haven Hospital are older, retired people who can benefit with a smaller environment and closer contact with the professional staff. The individuals interviewed were Richard Charrier, business manager, and Sister Pauline, activities director.

The staff at the San Haven Hospital could also benefit greatly by having a rotating collection. The professional material available now consists entirely of personal purchases.

There is a collection of novels, which remained from the time when San Haven was a tuberculosis sanitorium, still in the library room. The staff does make use of this library; but since it is all older fiction, most of it would be of better use in a nearby public library. The library could be most effective if it were considered part of the activities program. They do provide feature-length films for the residents each week which most seem to enjoy, according to Sister Pauline, one of the activities directors. Shorter 8mm films, old radio programs, filmstrips, filmloops, etc. all could be well used in a situation like this.

Generally they look to Grafton to identify the type of material they could best use for their individual needs at San Haven. At present the materials

they use are Pac-A-Fun, talking book records, and feature films along with various games.

In summary, possibly the institution and the library committee should look to the state for consultant service in the centralizing of their library since there is no full-time librarian at the institution at the present time. They are sincere in their efforts to have their institution accredited and are willing to see the library become an integral part in providing multimedia services for both staff and residents. They would also like to be continually made aware of materials and services available to them from other libraries. Funding is a constant problem, and they see the State Library as the one to aid them in procuring available federal funding.

The institutional programs, along with the developing of a centralized library should include the coordination of library services and efforts between the two separated but unified institutions. A full-time librarian at this time is necessary, not only for the correct and vital development of the library within the institution but also for more cooperation between specialized schools to make the materials in one available to the others. A shuttle service might be of mutual benefit. In all efforts of development and coordination, the primary purpose and philosophy to be emphasized at all times is to help the mentally retarded to attain the fullest of life through proper care, instruction and custody.

Summary Report on the Survey of the Library of the

NORTH DAKOTA SOLDIERS' HOME
Lisbon, North Dakota 58054
Telephone: 683-4125

Authority and Responsibility of the Institution

The Home was initiated through the North Dakota Constitution, Article XIX, Section 216, with statutory authority resting in North Dakota Century Code 37-15. Its major duties are to provide a home and subsistence for all honorably discharged members of the armed forces, male and female, who are disabled by disease, wounds or do not have sufficient means or ability to support themselves. Their wives and widows are also cared for in like manner.

History and Institutional Administration

Legislation was passed in 1887 with the government enacting on it in 1891; and in early August 1893, the institution opened its doors. The present administrator is Commandant Charles M. Code, who has six professional employees, two full-time and four part-time; and thirty-three non-professional employees, twenty-six full-time and seven part-time. The present population is 123 with the average age of a resident being 68 years with the ages ranging from 44 years to 88 years. The length of residence varies from 4 months through 31 years. Most residents are able to use library materials. The handicaps present are various stages of visual and auditory impairment and alcoholism. There are no nursing-care facilities available; in the event of needed extended nursing care, the resident is transferred to the Veterans Administration Hospital in Fargo. The institution is supported primarily by federal funds. Approximately one-third is supplied through state appropriations and the other two-thirds through federal and interest and income funds.

The services, provided by the home, adequately cover the physical needs of the residents. The library at the present time is a small collection of books of varying degrees of interest to the individuals residing there and a depository collection of large print books and cassettes from the State Library Commission placed there in 1972.

The librarian, whose services ended in September, was an Action volunteer from the University who had done considerable work in rejuvenating the library by bringing the collection from a lower floor and placing it in two sun rooms - one on second, the other on third floor. The rearranging was being done as part of her duties at the home.

Resident Library

The purpose of the library is seen to provide reading materials as a pastime for the residents. At present there are no funds set aside for the library.

The two libraries consist of approximately 700 sq. ft. of space with a seating capacity of 12, and 321 linear feet of shelving space. The number of volumes is unknown and some were withdrawn with the moving of the collection. There is no card catalog. Magazine titles and newspapers are purchased with custodial funds. There are 82 cassettes, records and 8-track cartridge tapes available with several machines for playing. The 82 cassettes are a group of early radio programs deposited there by the State Library Commission in 1972. No circulation records are kept. Not only is the resident collection considered inadequate, but there seems to be no reference service, interlibrary loan service, bookmobile service, or consultant service provided. The library does have a small collection of large print books on deposit from the State Library. The libraries are open 168 hours a week.

Staff Library

There is no staff library. A few reference books are available through the resident library. The individuals interviewed were Commandant Charles M. Code, Mr. Jim Welder, assistant administrator and Verna Mattson, Action volunteer.

Long-range Plans

The library does not have a long-range program, and the building project seems to include only shelves to accommodate the books in the two new sun room libraries.

A very basic problem is the lack of funds available to supply library materials to meet the needs of the residents and staff at the Home. The library could actually fit into a whole new activities program to fill many of the recreational, psychological and social needs of the residents of the Home. Their physical needs are well taken care of, but the whole person and his needs also require attention. An addition of a social worker/counselor/librarian would be able to do much to alleviate the boredom and forestall the reliance on alcohol for stimulation. Some constructive patterns of life need to be set up for these residents.

Immediate library essentials are new large print materials along with more cassettes, 8mm films and projectors. The Home library should also build up its collection of other AV materials such as slide programs, filmstrips and kits, to provide some visual and audio stimulus for the residents. Professional materials must also be provided for the use of the staff.

Recommendations

Recommendations for statewide programs:

A temporary rotating depository collection of cassettes, films and large print materials from the State Library.

Consultant service from the state on federal funding programs for social

services, library needs and general type activities programs.

Recommendations for institutional programs:

The institution will need to set up a library which will continue to grow with the needs of the residents and staff. Consultant service can be provided by Mrs. Quam, the public librarian, and Mrs. Raueling, the high school librarian. Both were contacted at the time of the first visit and were willing to help the institution set up the program, order books, and provide library service for the residents and staff of the Home. However, at the time of a second visit in early May, neither had contacted the administrators to inquire how to provide that help.

The administration sees the need not only of adding a position of social worker/counselor but also of having someone to handle the federal program funding, fill out forms, administer the program, etc. A social worker/ counselor/librarian is needed to meet the recreational, psychological, and social needs of the residents. Since the space, already limited, will become more restricted with the addition of counseling offices, activities programs, etc., a new building or addition becomes increasingly more imperative.

- GENERAL RECOMMENDATIONS -

Each institution is unique in its philosophy, purpose, and programs. The library, being an integral part of the institution, is tailored to meet the needs of the individual institution, its residents and staff.

Each institution looks to the State Library for:

- supplementary resources
- guidance in planning and funding
- coordination of library services

Institutional standards impose responsibilities within the institution, but each institution in turn is tied into the overall state government for planning and implementation.

In the Standards for Library Functions at the State Level, as published by the American Library Association, c1970, Chapter V, Library Services to State Government, Standards 49, 50, and 51 deal specifically with the state library and its continuing relationship with the libraries of the various state institutions:

STANDARD 49. A clear and continuing official relationship should exist between state library agencies and officials with responsibility for the libraries which the state maintains for its health, welfare and correctional programs.

STANDARD 50. The library programs maintained in state institutions should be an integral part of their treatment and rehabilitation programs.

STANDARD 51. The resources of state institutional libraries should meet the immediate administrative and technical needs of the staff, and should be tied into networks of resources for specialized materials not held within the institutions.

To help communication between the State Library and the institutions and to continue to provide the impetus for improvement in the institutions, a position of Institutional Library Consultant should be established at the state level. This position should provide continuing guidance for the growth and development of the libraries in the institutions and keep the lines of communication open between the State Library and the institutions and among the various institutional libraries themselves. The position should also be responsible for seeing to the implementation of the various recommendations found in the study.

Appendix 2 of the Standards supplies a listing of the functions and responsibilities of:

1. The state library agency

    a. Stimulation and initiation of studies, plans, and

recommendations leading to improving library service

b. Coordination of existing resources and services to strengthen institutional library service

c. Technical professional advice and assistance on a continuing, consistent basis

d. Coordinating the library needs and efforts of other agencies within the state into coordinated program and state plan

e. Providing supplementary resources and reference services

f. Collecting and disseminating statistics and information on status of libraries

g. Development of a comprehensive plan for an effective program of library services

h. Coordination of library program with total state library efforts and those of other agencies

2. The state agency or department responsible for the administration of the institutions

a. Provision for implementation of such policies

b. Provision for agency-level professional direction, supervision and evaluation of library services at all institutions under agency jurisdiction

c. Provision for adequate financial support for libraries

3. Individual institutions

a. Administration and operation of library service in accordance with needs of the institution

b. Development of policies and procedures for utilization of collections and services of other libraries to supplement library collections